
Alcohol and Drug Information System (ADIS)

FullADIS User Manual

Software Version 4.0

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Chapter 1 Introduction

This User Manual is to be used as a reference for agencies that use [FullADIS](#) version 4.0 to record and report on provision of government funded drug treatment services in Victoria.

The [FullADIS](#) software application has been developed by the Department of Human Service's Drugs Policy and Services Branch as a reporting platform for Agencies funded to provide drug and alcohol treatment, drink drive assessment and education, and Local Drug Strategy Primary Health Services. This information is consolidated at DHS in the Alcohol and Drug Information System (ADIS), a collection of all Victorian government funded drug treatment services data. This includes:

- client socio-demographic and geographic data;
- drug treatment data;
- drink drive data;
- brokerage data;
- Primary Health Service data
- Secondary consultation data.

[FullADIS](#) data submitted to DHS is used to monitor agency performance and together with other information, is used extensively to inform service planning and policy development. For drink drive agencies, the provision of [FullADIS](#) data is a mandatory requirement for their two-yearly reaccreditation to proceed.

General Features

- The program operates in a Windows98/Me/NT/2000/XP environment.
- To ensure data integrity, the database is not accessible through any other application (including MS Access).
- The user is granted rights according to their login status.
- Access to all functions within the program is controlled so only supervisors may perform sensitive operations.
- The program only shows or enables items relevant to the service being displayed.

Installation of the Program

- Agency staff/or their IT area will install the program from a CD.
- A FullADIS installation guide is available to assist with this process.

FullADIS Support Services

- FullADIS has a helpdesk service where agency staff can seek assistance or provide feedback with any aspect of the program. The ADIS Helpdesk number is (03) 9096 5351.
- The ADIS Helpdesk also has the following email address:
adishelpdesk@dhs.vic.gov.au
- FullADIS training is held on a regular basis at the DHS Head Office in Melbourne. Bookings and further information regarding the FullADIS training can be obtained from the ADIS Helpdesk.

Chapter 2 General Information

Using the Keyboard

As with any other Windows program, you can move from one field to the next by using the tab key or mouse cursor. In some instances however, only the arrow keys enable you to move from one field to the next. Since FullADIS has a significant number of data entry fields, becoming familiar with a few keyboard shortcuts will reduce the need to constantly reach for the mouse.

Note: Reference to a field or windows component having 'focus' means the keyboard action will act on that field. For example, an input field will accept text when it has focus. A button will have a line around the text when it has focus.

TAB	Moves to the next field or button. This also applies to the tab labels, which will cause the next page to be displayed. SHIFT-TAB is the reverse of TAB
ENTER	Used as an alternative to pressing a button when it has a darker outline (referred to as the default button).
ESC	Same as pressing Cancel (if present).
SPACE BAR	Pressing the SPACE BAR while focused on a button is the same as clicking the button with the mouse.
ALT+DOWNARROW	Used to open the drop-down calendar (on a date field) or drop-down list on a standard field. This is the same as clicking the small button next to the field with the mouse.
ALT	Access the menu of the current window.
ALT+key	Directly accesses a menu option. For example, ALT+F = File menu.
ARROW keys	Used to move through items contained in a list screen e.g. Client List (cl01). These keys are also the only way to move through the fields in the Outlets section of the Agency Details screen.

Input text field selection

When you press TAB to move to an input field, the entire field is highlighted by default. You can just start typing to replace the entire contents. If you only want to correct the last few characters, for example, use the END key to position the cursor at the end and backspace. You can also highlight individual characters by holding the SHIFT key while using the arrow keys. Holding the CTRL key with the left/right arrows jumps a word at a time.

List box field selection

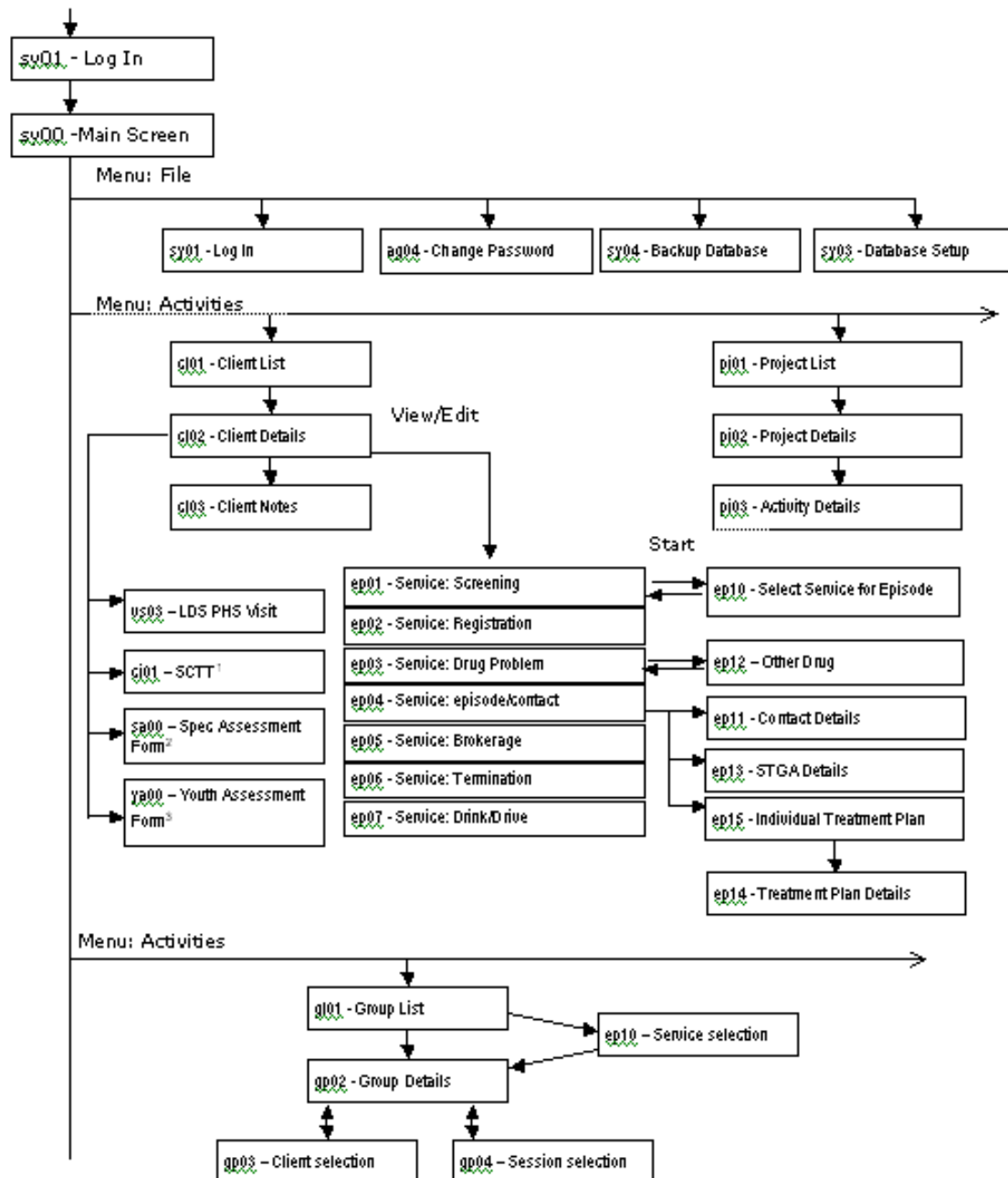
Most list boxes have an 'auto-completion' feature that will move to the nearest entry as you type. If you reach the required entry, press **TAB** to continue. Alternatively, you can use the ALT+DOWNARROW sequence to drop the list down and quickly access the required entry (using the up and down arrows). With the list box open, press **ENTER** to complete the selection.

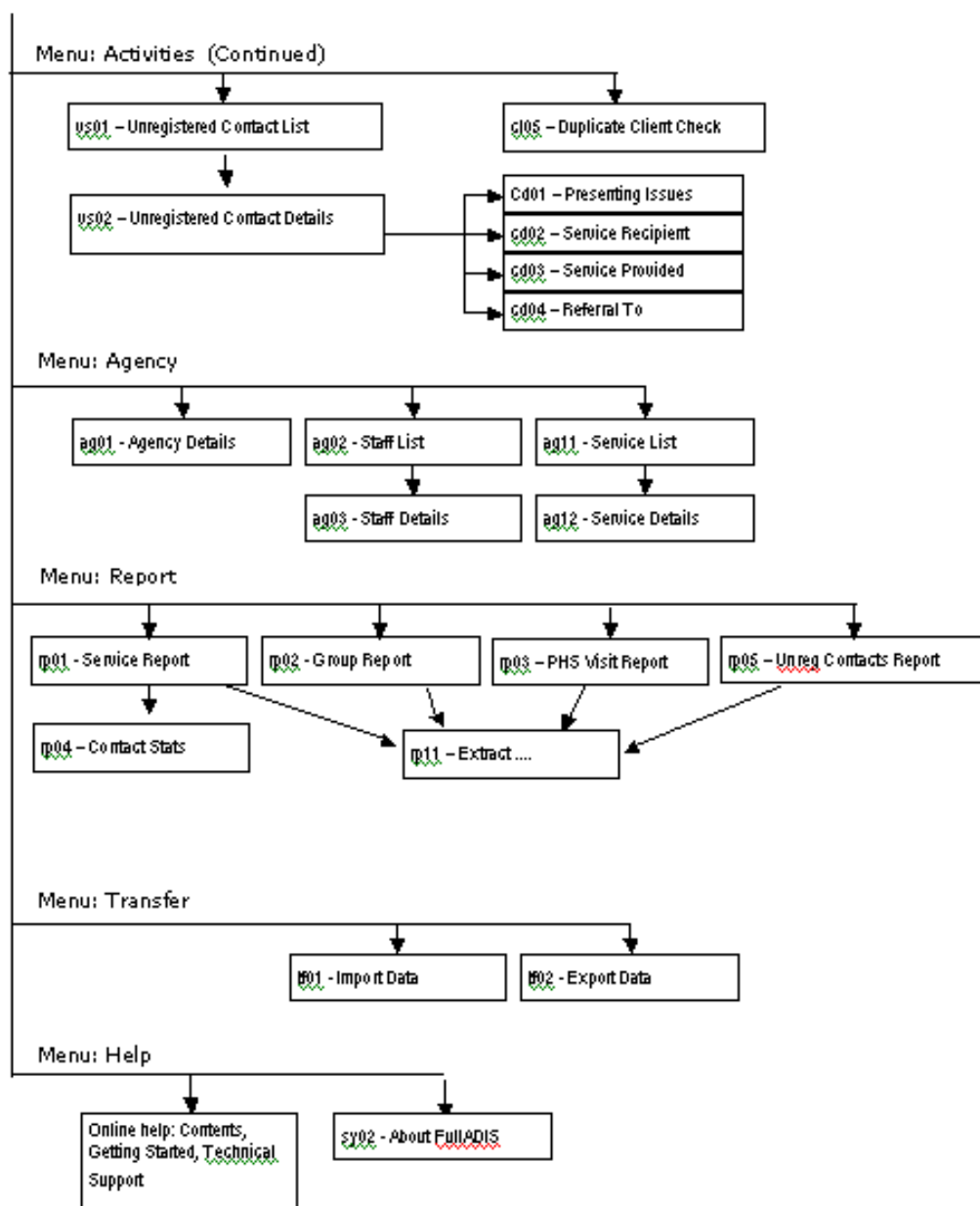
Date field selection

Date fields include the forward slash (/) to separate the numbers but you don't need to enter these. Just typing the digits will jump over the slash to the next field. Although not always required, it is a good idea to enter all digits to ensure the date will be valid. The plus and minus (+/-) keys change the date a day at a time. Click the small button next to the field (or use ALT-DOWNARROW) to display a pop-up calendar. From this, you can use the arrow keys as well as quickly change the month (page up/down) or year (CTRL up/down).

Chapter 3

The diagram below provides an overview of the main menu options and associated screens.





Chapter 4 Logging into ADIS

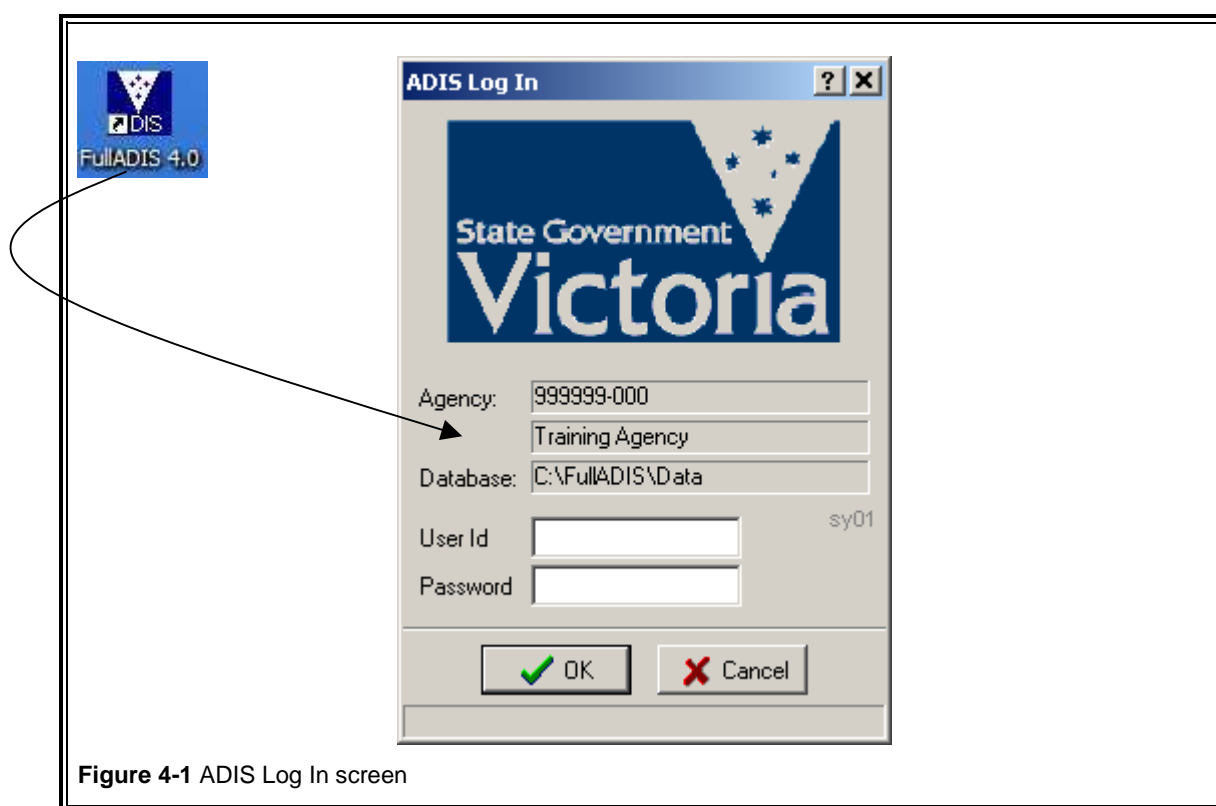
Screen reference: ADIS Log In (sy01)

Overview

This chapter provides information on logging into ADIS.

The ADIS User can access the [ADIS Log In](#) screen by:

- Double clicking the mouse on the [FullADIS](#) shortcut on their desktop, or
- Via the Windows [Start](#) button, selecting:
Start = > Programs = > FullADIS.



NOTE



The screen example displayed above has a generic Agency Code and Agency Name.

You should see your own Agency Code and Name when this screen is displayed. If you do not, please contact the ADIS Helpdesk immediately.

Fields**Agency**

Your Agency code and subcode are displayed.

This code is unique to your agency and database, and is used by DHS to confirm receipt of your data.

The Agency details cannot be changed.

Database

Displays the directory where your agency database is stored.

This field cannot be changed.

User ID

Type in the User ID that has been set up for you by your agency's [FullADIS](#) administrator.

If you are logging in as the Administrator and do not know your User ID, contact the [FullADIS](#) Helpdesk.

Password

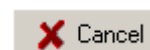
Type in the Password for your User ID that has been assigned for you by your agency's [FullADIS](#) administrator.

If you are logging in the Administrator and do not know the password, contact the [FullADIS](#) Helpdesk.

Function buttons**OK button**

Click the [OK](#) button to log into the FullADIS program.

The [Main Menu](#) screen will be displayed.

Cancel button

Click the [Cancel](#) button to close the [ADIS Login](#) screen.

**What if the menus
on the Main Menu
screen are
inactive?**

If menu items are not available for selection, then there has been a problem with your log in.

Close or log off FullADIS and try to login again.

If you are still having difficulties, contact the FullADIS Helpdesk.

Handy Hint

ADIS User IDs

A User ID and password is required to login to the ADIS program.

When ADIS is first installed, new users are able to login with the User ID 'ADMIN' and password 'ADMIN'.

It is recommended that a unique User ID be created for each person using the ADIS program. Unique IDs are then recorded against the treatment details reported by each individual user. This enables the preparation of reports against individual staff, allowing clinicians to easily filter their client treatment details from those created by other staff.

Chapter 5 Main Menu

Screen reference: FullADIS (sy00)

Overview

This chapter provides information on the [Main Menu](#) screen that is displayed when you first log in to the program.

Screen header

The screen header, or title bar, displays the full name of the User ID that has logged into [FullADIS](#).

In the screen example below, the User ID is ADMIN, and therefore the full name is Administrator.

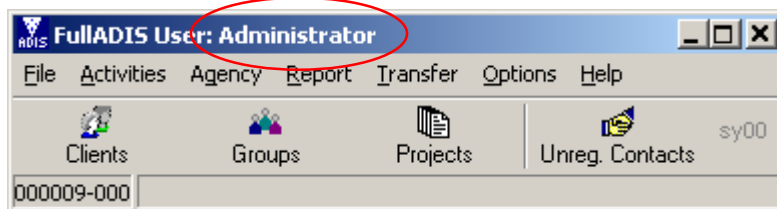


Figure 5-2 Main Menu screen

File menu

Click on the [File](#) menu to access a range of administrative options relating to [FullADIS](#).

If you are not logged as a user with Supervisor status, some of these options will not be active.

Log In and Log Off

Enables the user to log in and out of [FullADIS](#) without closing the program down all together.

However, it is recommended that when you have finished working with [FullADIS](#) you log off completely.

Change Password

Allows the user to access the [Change Password](#) screen, and change their password.

For more information on the change password function see [Chapter 17 Agency Administration, 17.6 Change User Password](#)

Backup Database

Allows the user to access the [Backup Database](#) screen and perform a manual backup of the ADIS database.

It is recommended that you backup regularly, at the end of each day, to an external data storage facility, such as a CD or floppy disk.

For more information on backing up your database see [Chapter 17 Agency Administration, 17.7 Data Backup](#).

Database Setup

Allows the user to access the [Database Setup](#) screen. This screen displays the directory paths of the [FullADIS](#) folders for your agency.

For more information on using the Database Setup screen see [Chapter 17 Agency Administration, 17.9 Data Setup](#).

Exit

Allows the user to exit and close the ADIS program.

Activities menu

Click on the [Activities](#) menu to access the functions that enable client and treatment processing.

Clients

Allows the user to access the [Client List](#) screen where new clients can be created or existing clients selected.

For more information on the Client List screen see [Chapter 6 Clients, 6.1 Client List](#).

Groups

Allows the user to access the [Group List](#) screen where groups of clients undergoing the same treatment service can be created or existing groups selected.

For more information on the Group List screen see [Chapter 8 Groups, 8.1 Adding and Modifying Groups](#).

Projects

This functionality is not currently being used in [FullADIS](#).

Unregistered Contacts

Allows the user to access the [Unregistered Contacts List](#) screen where anonymous client contacts can be recorded.

Unregistered Contacts occur for the following program types:

- Acquired Brain Injury
- Dual Diagnosis
- Alcohol and Drug Youth Consultants
- Local Drug Strategy Primary Health Service.

For more information on the Unregistered Contacts List screen see [Chapter 11 Unregistered Client Contacts, 11.1 Adding and Modifying Unregistered Contacts](#).

Duplicate Client Check

Allows the user to access the [Duplicate Client Maintenance](#) screen where duplicate client records can be merged.

For more information on the Duplicate Client Maintenance screen see [Chapter 6 Clients, 6.5 Duplicate Client Check](#).

Agency menu

Click on the [Agency](#) menu to access the functions relating to maintaining agency, staff and service information.

Details

Allows the user to access the [Agency Details](#) screen where information on your agency can be viewed and maintained. This includes the facility to record the current addresses of outlets from which your agency provides its services.

For more information on the Agency Details screen see [Chapter 17 Agency Administration, 17.1 Agency Details](#).

Staff

Allows the user to access the [Staff List](#) screen where your agency's User ID details can be viewed and maintained. Also provides access to the facility which enables new User ID's to be created.

For more information on the Staff List screen see [Chapter 17 Agency Administration, 17.2 Add, Edit or Remove existing User ID](#).

Services

Allows the user to access the [Service List](#) screen where the services setup for your agency can be viewed and maintained.

Please refer to Guidelines and Definitions¹ document for a full list of Service types.

For more information on the Service List screen see [Chapter 17 Agency Administration, 17.4 Add, Edit or Inactivate a Service](#).

¹ Alcohol and Drug Information System (ADIS) Guidelines and Definitions, October 2006

Report menu

Click on the [Report](#) menu to access the various reports you can run on your ADIS data.

Services

Allows the user to access the [Service Report](#) screen where various reports can be produced on the courses of treatment entered for your clients.

For more information on the Service Report screen see [Chapter 12 Service Reports, 12.1 Service Reports](#).

Groups

Allows the user to access the [Group Report Selection](#) screen where various reports can be produced on the groups you have entered in ADIS.

For more information on the Group Report Selection screen see [Chapter 13 Group Reports, 13.1 Group Reports](#).

PHS Visits

Allows the user to access the [LDS PHS Visit Report](#) screen where various reports can be produced on PHS Visits for registered clients.

For more information on the LDS PHS Visit Report screen see [Chapter 14 PHS Visit Reports, 14.1 PHS Registered Visits Reports](#).

Unregistered Contacts

Allows the user to access the [Unregistered Contact Report](#) screen where various reports can be produced on the unregistered contact information you have entered in ADIS.

For more information on the Unregistered Contact Report screen see [Chapter 15 Unregistered Contacts Reports, 15.1 Unregistered Contacts Reports](#).

Transfer menu

Click on the [Transfer](#) menu to access the Import and Export Data functions.

Import data

Allows the user to access the [Import Data](#) screen where a user can import data from another agency or sub-code.

For more information on the Import Data screen see [Chapter 16 Import/Export Process, 16.1 Importing Data](#)

Export data

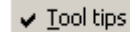
Allows the user to access the [Export Data](#) screen where a user can run the process that packages and exports your agency data and emails it to DHS.

For more information on the Export Data screen see [Chapter 16 Import/Export Process, 16.2 Exporting Data](#)

Options menu

Click on the Options menu to access [Tool Tips](#).

Tool Tips



Click on this menu option to display Help text for those fields that have this function. The Help text is displayed in a popup yellow box when a user hovers their mouse over the right hand side of the field.

Help text has been provided on fields that have business rules that need to be considered, for example, the [Assessment Date](#) field in the [Services](#) screen, [Registration page](#)².

Each time the [Tool Tips](#) menu option is selected the 'Tool Tips' display setting is toggled on or off. When 'Tool Tips' are displayed, a tick is added next to the menu option as shown above.

² Displayed via the [Client Details](#) screen [Services](#) page.

Help menu

Click on the Help menu to access the ADIS Online Help.

Contents

Click on the [Contents](#) menu option to display the online FullADIS User Guide, Contents menu.

Getting Started

Click on the [Getting Started](#) menu option to display the online FullADIS User Guide, Starting FullADIS help option.

Technical Support

Disregard this menu option as it is not linked to any online Help.

About FullADIS

Click on the [About FullADIS](#) menu option to display information about the version of ADIS you are running.

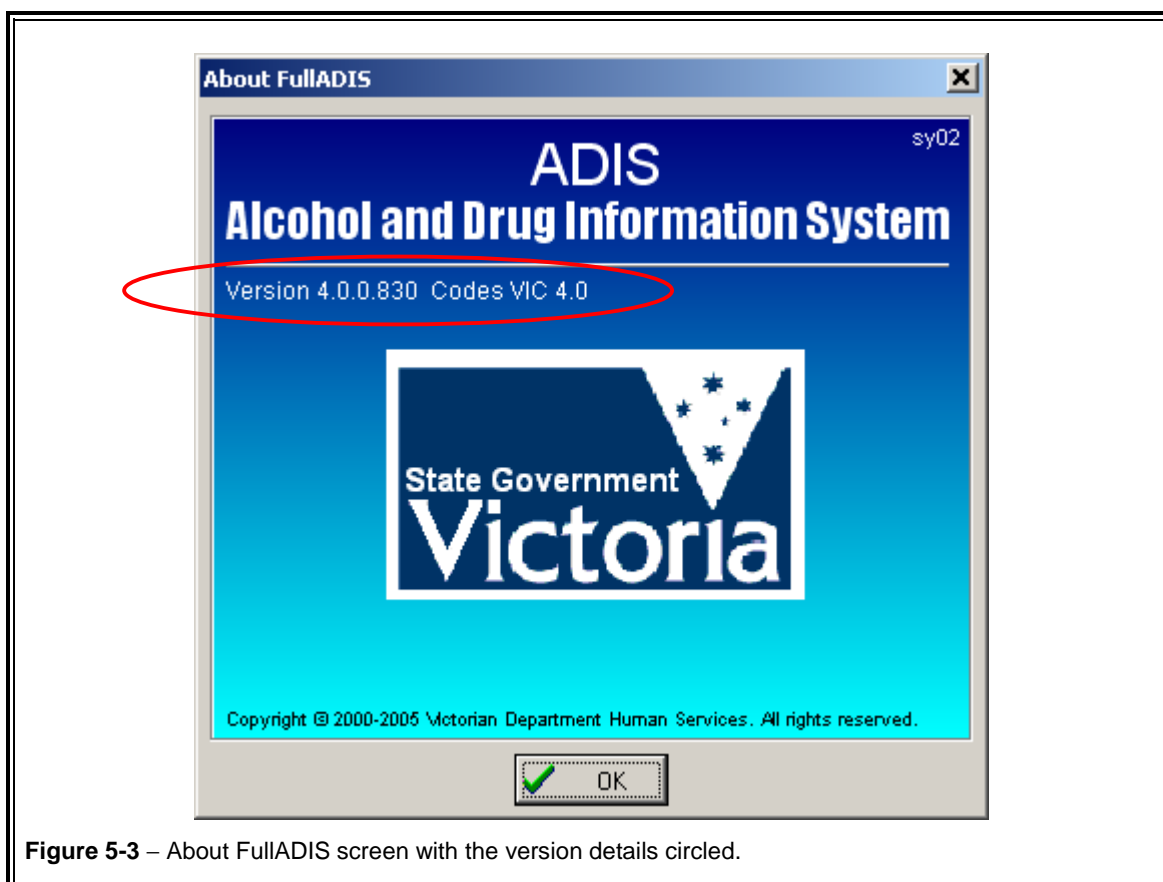




Figure 5-3 – About FullADIS screen with the version details circled.

Handy Hint

All date fields within ADIS can either have a date typed in or you can select the date from the calendar option by clicking the  at the end of the field.

This will display a calendar from which you can select the date:



«	«	September, 2006						»	»
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
					1	2			
3	4	5	6	7	8	9			
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			

The calendar will always default with "today's" date.



Click the double arrow to move back through the dates by year.
Click the single arrow to move back through the dates by month.



Click the double arrow to move forward through the dates by year.
Click the single arrow to move forward through the dates by month.

Once you highlight a date, it automatically populates the date field.

Chapter 6 Clients

6.1 Client list

Screen Reference: Client List (cl01)

Overview

This section provides information on the [Client List](#) screen.

This screen displays the current client list for your agency and from here you are able to access the new client facility, as well edit and maintain the records of existing clients.

The [FullADIS](#) user can access the [Client List](#) screen by selecting [Activities => Client](#), from the [Main Menu](#) screen (displayed when you first start [FullADIS](#)).

For more information on the Main Menu screen refer to [Chapter 5 Main Menu](#).

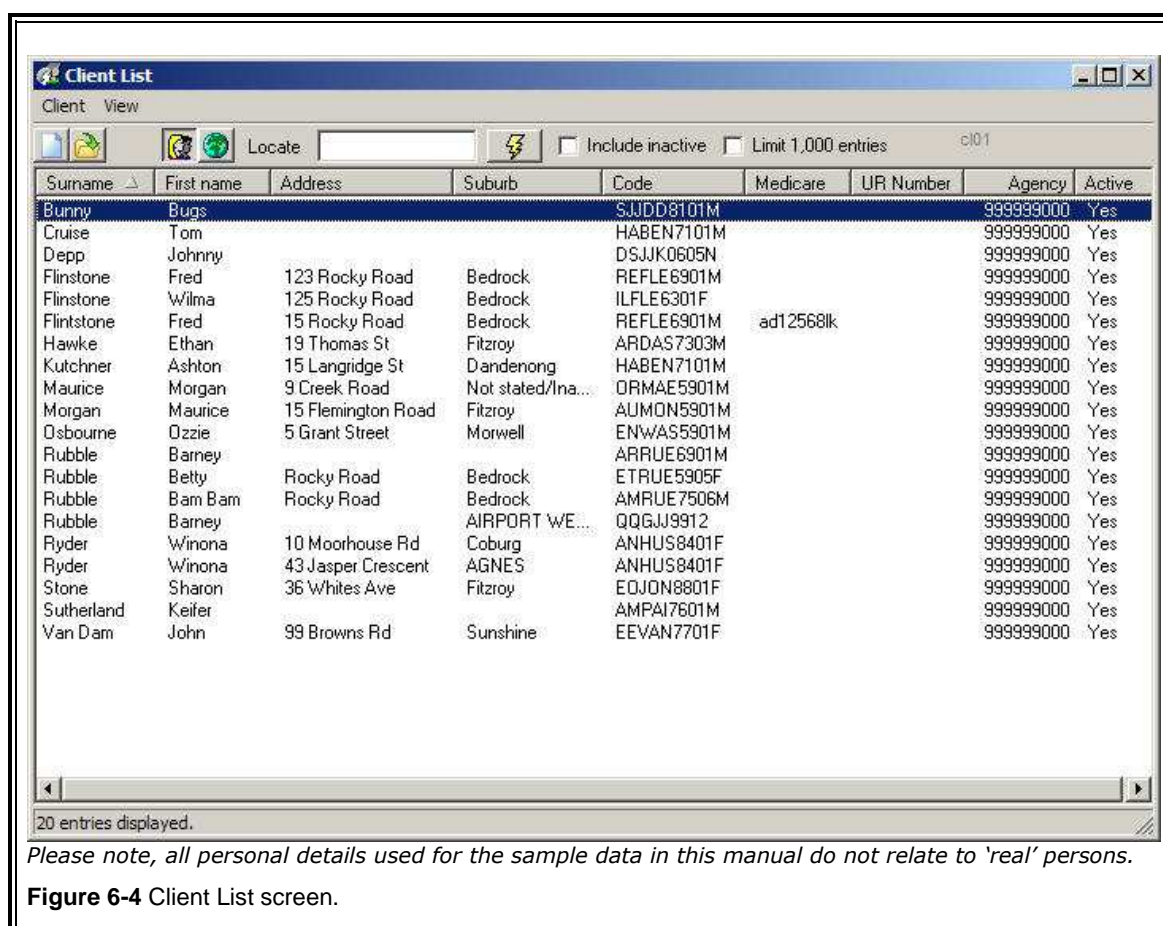


Figure 6-4 Client List screen.

Client functions

New



Click on the [New](#) button to open a blank version of the [Client Details](#) screen where you can enter personal details for a new client.

You can also select the following menu option to perform this function: Client => New Ctrl+N

Open



Click on the [Open](#) button to display the information (in the [Client Details](#) screen) for the client you have selected.

This option will not be active until you have selected (highlighted) a client name in the [Client List](#) screen.

You can also double-click on a client in the Client List screen, or select the following menu option to perform this function: Client => Open Ctrl+O

Local Clients



Click on the [Local Clients](#) button to display only those clients entered for your agency in the [Client List](#) screen.

You can select the [Include Inactive](#) checkbox to include clients marked as Inactive in the list.

You can also select the following menu option to perform this function: View => Local Clients

All Clients



Click on the [All Clients](#) button to display both your agency's clients and any clients that have been imported from another agency or sub-code in the [Client List](#) screen.

Only the Suburb and alphacode details will be displayed for imported clients, you will not see the client's name or address. You are able to view their treatment records but cannot make any amendments.

You can also select the following menu option to perform this function: View => All Clients

Exit



Click on the [Close Window](#) button to close the [Client List](#) screen and return to the [Main Menu](#).

You can also select the following menu option to perform this function: Clients => Exit Alt+F4

Additional functions

Locate

To search for a particular client in the client list, enter their first name, surname or alphacode in the [Locate](#) field.

Click the [Refresh](#) button (see below) to update the screen display.

Refresh button



Click on the [Refresh](#) button after you have:

- Entered a search option in the [Locate](#) field,
- If you nominate to include or exclude inactive clients in the client list by selecting or de-selecting the [Include inactive](#) checkbox, or
- You nominate to limit the display to 1,000 names, or display all names in the client list by selecting or de-selecting the [Limit 1,000 entries](#) checkbox.

Include inactive

Select the [Include inactive](#) checkbox to include clients that have been marked as inactive in their [Client Details](#) record.

The default for this field is "unticked", that is, only clients marked as active are displayed in the initial client list.

Click the [Refresh](#) button (see above) to update the screen display after selecting or de-selecting this checkbox.

For more information on hidden or inactive clients refer to [6.6 Inactive Clients](#) in this chapter.

Limit 1,000 entries

FullADIS, by default, limits the number of clients displayed in the client list to 1,000 names. The reason for this is to speed up how quickly the list is displayed.

If you have more than 1,000 clients in your client list and you wish to display all clients, click the [Limit 1,000 entries](#) checkbox to de-select it, and then click the [Refresh](#) button to update the displayed list.

It may take some time for the client list to display. In some cases it may be preferable to search for an individual client via the [Locate](#) function, described above, rather than searching through your entire client list.

Sorting the client list

You can sort the client list by clicking on the column labels at the top of the following columns in the [Client List](#) screen:

[Surname](#), [First name](#), [Address](#), [Suburb](#), [Code](#) (Alphacode), [Agency](#) or [Active](#)

Alphabetical sort

Clicking on the column label once will sort the client list alphabetically in the selected column. When a column is alphabetically sorted, the label includes a \triangle symbol.

This is the same for columns with numerical data, in which case the information is sorted numerically.

Reverse sort

Clicking on the column label a second time will sort the client list in reverse alphabetical order in the selected column. When a column is sorted in reverse alphabetical order, the label includes a ∇ symbol.

This is the same for columns with numerical data, in which case the information is sorted in reverse numerical order.

6.2 Adding modifying clients

Screen Reference: Client Details (cl02)

Overview

This section provides information on the [Client Details](#) screen.

This screen is where you create a new client record, or maintain existing client data. It is also the screen from which you commence a new service for a client, and access existing treatment records for the client.

The [FullADIS](#) user can access this screen by selecting [Client => New](#) in the [Client List](#) screen.

For more information on the Client List screen refer to [6.1 Client list](#).

The screenshot displays the 'Client Details' window (cl02) with the following sections:

- Client Information:** Fields for First name, Surname, Address, Suburb, State/Pcode, Date of birth (with a calendar icon), Sex (dropdown), and Dr Age (0).
- Identification:** Client no. (363001), Code, Agency (999999-000), and UR Number.
- Registration Details:** Country of birth, Indigenous status, Preferred language, Cultural background, and Interpreter (all dropdowns).
- Other Fields:** Transgender checkbox, Phone, Bus. phone, Medicare, and a large Notes text area.
- Buttons:** 'Note details', 'Active' checkbox, 'Save', and 'Close'.
- Services Section:** Tabs for 'Services', 'PHS Visits', and 'Forms'. Below are buttons for 'New Service', 'View/Edit', and 'Delete Service'.
- Table:** A table with columns: First Contact, Start date, Service, Staff, Term date, and Group Number.

Figure 6-5 Client Details screen

NOTE



Mandatory fields are shaded yellow, and cleared to white when valid data is entered.

A new client record cannot be saved unless all mandatory fields are completed.

Fields

First Name

Enter the client's first name.

Surname

Enter the client's surname.



These fields are mandatory.

They are *not* sent to DHS with the data returns. They contribute to the [alphacode](#), which *is* sent to DHS. The [alphacode](#) is used to track clients across agencies, and assist in service planning and review.

Address

Enter the street address details.

Suburb and State/Pcode



Click on the [State/Pcode](#) field *lookup* button to display the Postcode Lookup screen. In this screen you can select a Suburb/State/Postcode combination.

- If a client is "homeless", 9998 is used as the postcode.
- If a client's postcode is not known, record the postcode as 9999. (This postcode should be used as infrequently as possible).

For more information on using the Postcode Lookup screen refer to [6.7 Postcode Lookup](#).



The street address is recorded for the use of the service provider only.

It is *not* sent to DHS with the data returns.

Postcode and suburb are sent to DHS, as this information assists in service planning and development.

Date of Birth

Enter the birth date of the client, or select the date from the calendar option.

Or Age

Defaults to the person's age when a date of birth is entered.

Enter the client's age in years where a date of birth is not known. The client's date of birth field will default with 01/01/YYYY, where the year is automatically calculated based the current year less the age entered.

Sex

Select the client's gender from the drop down list.

Transgender

Click the [Transgender](#) checkbox if the person has identified as being transgender.



The client's date of birth and sex also contribute to the [alphacode](#).

Phone

Enter the client's contact phone number.

Bus. Phone

Enter the client's business phone number.



Telephone numbers are recorded for the use of the service provider only.

They are *not* sent to DHS with the data returns.

Client no.

The Client number is a system generated unique number allocated to each new client record.

It cannot be modified and is not relevant to service providers or DHS.

Code (Alphacode)

The [alphacode](#) is a unique client identification code that is generated from the client's name, date of birth and gender.



The [alphacode](#) is not used by DHS to identify individual clients, but is used to enable analysis of the total number of service users and patterns of service use on a Statewide basis.

ADIS is deliberately designed to 'lock' the first [alphacode](#) generated, so that regardless of name changes (e.g. through marriage), the client's 'unique' identifier remains consistent through time.

Agency

The unique code that identifies your agency. This code is created by DHS and cannot be modified within [FullADIS](#).

Notes

Note details button



Enter any relevant information about the client by clicking in the field. You can also click on the [Note Details](#) button to type a note into the [Client Notes](#) screen.

Registration details

Country of Birth

Records the country the client was born in. Select an option from the drop down list.

Indigenous Status

Records the client's indigenous status.

Select an option from the drop down list.

Preferred Language

Records the language in which client prefers to speak. Select an option from the drop down list.

Cultural Background

Records the client's cultural background details. Select an option from the drop down list.

Interpreter

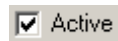
Records the client's need for interpreter services as perceived by the client. Select an option from the drop down list.

NOTE



The [Registration Details](#) are not flagged as mandatory (i.e. - not shaded yellow), however, you cannot start a service for a client until each of these fields have been completed.

Active checkbox



De-select this checkbox to make a client inactive.

An *active* client is always visible in the [Client List](#) screen. You can elect to display *inactive* clients in the [Client List](#) screen by selecting the [Show Inactive Clients](#) checkbox.

For more information on the Active/Inactive function refer to [6.1 Client list – Additional functions](#) and [6.6 Inactive Clients](#).

Tabbed pages

Services

The [Services](#) page lists the Alcohol & Drug treatment service history for this client. It is also the area from which a new service can be commenced and existing services edited.

For more information on adding a treatment to a client refer to [Chapter 7 Treatment](#), [7.2 Recording Screening Info](#).

PHS Visits

The [PHS Visits](#) page is only applicable to *Primary Health Services*.

It lists the Primary Health Service treatment history for this client. It is also the area from which new visits can be commenced and existing visits edited.

For more information on PHS Registered Visits refer to [Chapter 9 PHS Registered Visits](#), [9.1 Adding a New PHS Visit](#).

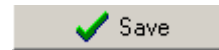
Forms

The [Forms](#) page provides access to electronic forms such as the *SCTT*, *Specialist Assessment* form and *Youth Assessment* form.

For more information on using electronic forms refer to [Chapter 10 Electronic Forms](#), [10.1 Using Electronic Forms in ADIS](#).

Function buttons

Save button



Click on the [Save](#) button to save the client details you have entered.

When you click the [Save](#) button, the [Client Details](#) screen will continue to be displayed.

For new clients, the [Save](#) button will not become active until you have completed all mandatory fields on this screen (i.e. the minimum amount of information required to record a new client has been entered).



If you have added a client who has the same first name, surname, date of birth and gender as a client already on the database, [FullADIS](#) will display a message asking you to confirm the saving of the new client.

Close button



Click the [Close](#) button to close the [Client Details](#) screen. The [Client List](#) screen will be displayed.

If you have made changes to the client record and not yet saved these, you will be prompted to do so before the screen is closed.

What do I do if I have typed in the wrong information for a client?**Close window button**

If you have commenced entering information for a new client that you do not wish to save, click the [Close Window](#) button located at the top right hand corner of the screen.

A message box will be displayed asking you to confirm you do not wish to save the client details. Click the [Yes](#) button to abandon the new client details and return to the [Client List](#) screen without saving the record.

Can I delete a client?

WARNING: You should *not* delete a client who has a treatment recorded for them on the [Services](#) page.

If a client has no treatment/services recorded for them, you are able to delete the client by selecting [Client => Delete Client](#) in the [Client Details](#) screen.

You will be prompted to confirm that you wish to delete the client record.

This menu option will not be available for any client who has treatment records.

For more information on deleting client records refer to [6.3 Deleting a Client](#).

If you have discovered the client is entered on FullADIS more than once, instead of deleting one of the records there is a function to merge duplicate clients who have the same [alphacode](#).

For more information on merging duplicate records refer to [6.5 Duplicate Client Check](#).

6.3 Deleting a Client

Overview

This section provides information on the different ways, and the circumstances, under which a client can be removed from [FullADIS](#).

In some instances there may be a need to remove a client from your [FullADIS](#) records:

- You have commenced entering details for a new client and then realise the client already exists in your [Client List](#).
- The client details that have been entered are incorrect.

If you are in doubt as to the circumstances under which you should delete or merge a client record, contact the [FullADIS](#) Helpdesk.

Why can't I just delete a client?



If a client has treatment records in their service history, [FullADIS](#) will deliberately not activate the delete client menu option.

The reason for this is that each treatment record has a system generated record number. This number is used by the DHS database to identify treatment records that have already been received by DHS Head Office.

If the treatment record is deleted and re-entered under a new client record it will be assigned a new record number and if this is then included in a data export, the DHS database cannot identify that the record has already been previously received.

When can a client be deleted?

Delete client...

A client can be deleted if no treatment or services have been recorded for the client. That is, the [Services](#) history page in the client's [Client Details](#) screen is empty.

In this instance, the [FullADIS](#) user can delete a client by displaying the client's record in the [Client Details](#) screen and selecting [Client => Delete Client](#).

This situation would usually occur where a [FullADIS user](#) is entering a new client and before entering any treatment records realises the client already exists in the [Client List](#) or that their details are incorrect.

When can a client be merged?

Each client record has a "unique" [alphacode](#), which is created when their record is first saved in [FullADIS](#). The [alphacode](#) is generated from the client's *first name*, *surname*, *date of birth* and *gender*.

A client can be merged with another client when the two records have the same [alphacode](#).

Clients who have the same [alphacode](#) are displayed in the [Duplicate Client Maintenance](#) screen.

For more information on working with duplicate client records displayed in the Duplicate Client Maintenance screen refer to [6.5 Duplicate Client Check](#).

What do I do if I can't merge or delete?

Some duplicate client records will fall into this category. These client records have characteristics described below. The client record:

- has treatment(s) recorded against it;
- is a known duplicate of another client record already in the database but has a different [alphacode](#)

For these types of client records you cannot delete or merge the records.

Step 1

If the client record is a duplicate record and cannot be merged or deleted for the reasons described above, determine which record will be the official client record.

This may be the earliest or later record, or the record that has the most information already recorded in it.

Step 2

- Open the 'official' client record
- Add a note in the Notes field which states:
"This client has a duplicate client record - also refer to this client record if required:" and include the second ('unofficial') client record's *name* and *alphacode*.
- Make sure that the [Active](#) checkbox is selected.
- Click the [Save](#) button to save your changes
- Click the [Close](#) button to close the 'official' client record.

Step 3

- Open the 'unofficial' client record
- Type the word "Duplicate Record" in the [Address](#) field.
- Click the [Active](#) checkbox so that it is *not* selected (optional).
That is, the record will not be visible in the client list unless inactive records are shown (see [6.1 Client list – Additional functions](#)).
- Click the [Save](#) button to save your changes
- Click the [Close](#) button to close the 'official' client record.

How do I avoid creating duplicate client records?

Prior to entering a new client record, conduct a search on the client from the [Locate](#) field in the [Client List](#) screen, to determine if the client already exists in your database.

[FullADIS](#) also has a function that will ask you to confirm the creation of a client, if the new client you are entering has the same *first name, surname, date of birth* and *gender* as an existing client in your database. *This function is explained further in the next chapter.*

Handy Hint

Client Alphacode

The **Alphacode** is a unique client identifier that is generated from elements of the client's first name, surname, date of birth and sex.

The **Alphacode** is not used by DHS to identify individual clients, but is used to enable analysis and reporting of the total number of service users and patterns of service use.

ADIS is deliberately designed to 'lock' the **Alphacode** generated when the client's details are first saved, so that regardless of changes to the client's details over time, their unique identifier remains consistent.

6.4 Confirm Creation of Duplicate Client

Screen Reference: Confirm Client Save (cl04)

Overview

This section provides information on the [Confirm Client Save](#) screen.

This screen will be displayed when the [FullADIS](#) user enters a client who has the same Surname, First Name, Date of Birth and Gender as a client who already exists in your [FullADIS](#) database. The [FullADIS](#) user will need to verify that they wish to create a “duplicate” client.

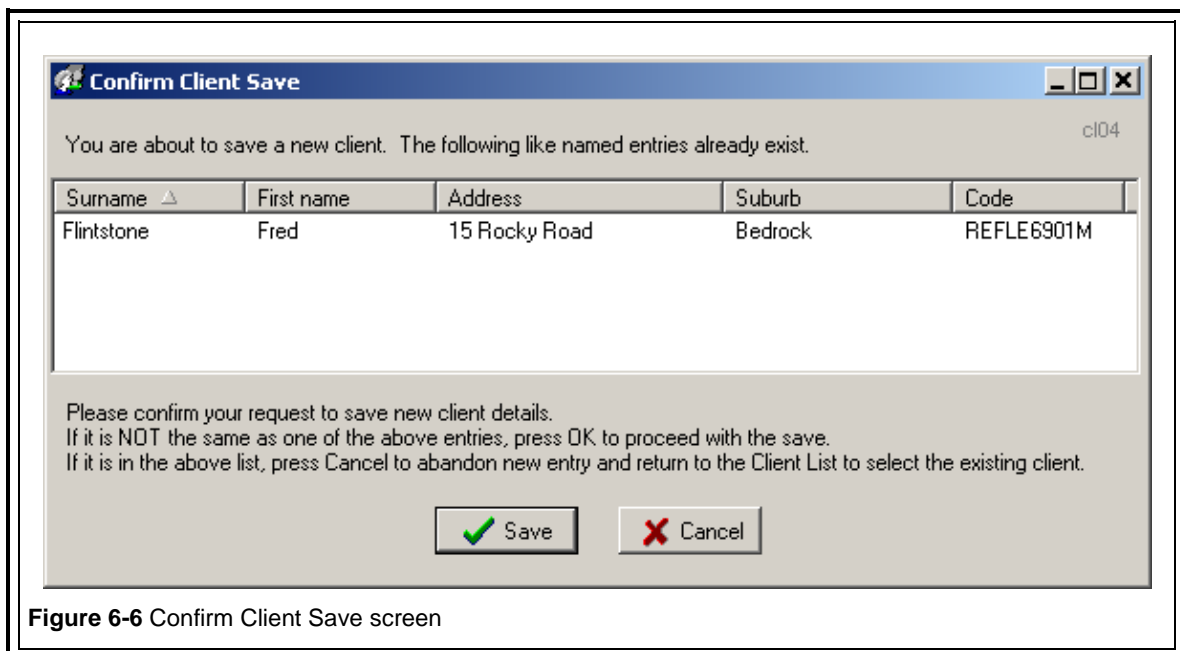
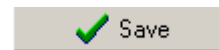


Figure 6-6 Confirm Client Save screen

Function buttons**Save button**

Click on the [Save](#) button to confirm you want to create a new client.

Cancel button

Click the [Cancel](#) button to abandon the new client entry – the new client will not be saved. The [Client List](#) screen will be displayed.

Why does this function exist?

This function alerts the user that the new client being entered is potentially the same person as a client that has already been entered in the database.

When a client is entered into [FullADIS](#), and their name, date of birth and gender are the same as an existing client, [FullADIS](#) will warn you.

What do I do if I incorrectly create a duplicate record?

For information on how to merge duplicate client records refer to [6.5 Duplicate Client Check](#).

You will only be able to merge the two records however if the duplicate records have the same [alphacode](#).

6.5 Duplicate Client Check

Screen Reference: Duplicate Client Maintenance (cl05)

Overview

This chapter provides information on the [Duplicate Client Maintenance](#) screen.

You use this screen to merge separate client records that have the same [alphacode](#) – and that you have identified as being the same person.

The [FullADIS](#) user can access the [Duplicate Client Maintenance](#) screen by selecting [Activities](#) => [Duplicate Client Check](#), from the [Main Menu](#) screen.

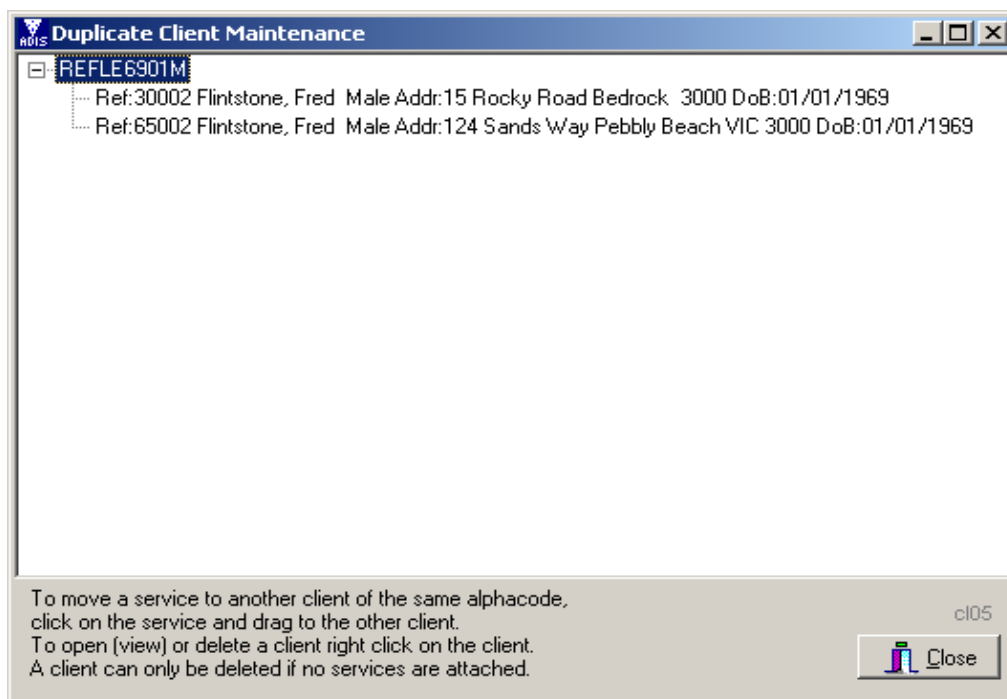


Figure 6-7 Duplicate Client Maintenance screen

About this screen

The [Duplicate Client Maintenance](#) screen displays all the client records that have been identified by FullADIS as being duplicates – relating to the same clients.

FullADIS recognises any record as a duplicate if it has the same [alphacode](#).

This does not necessarily mean that the records are duplicates, that is for you to decide.

When to merge?

You should merge two client records when you know that the two records relate to the same person.

If you are unsure about whether to merge two client records refer to [6.3 Deleting a Client](#) before following the procedure below.

Merging two client records**Step 1**

Select the client from the list of duplicates displayed. In the example below it is – Fred Flintstone.

Click on each record displayed for Fred so that a [\[+\]](#) sign is displayed beside the record, refer [Figure 6-8](#) below.

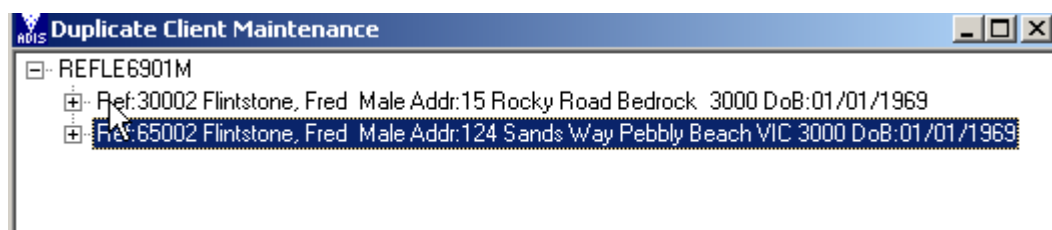


Figure 6-8 Highlighting client record in Duplicate Client Maintenance screen.

Step 2

Click on the [\[+\]](#) sign for each client record to display the treatment records that have been entered against each as shown in [Figure 6-9](#) below.

Step 3

View all treatment records displayed and determine which is the “oldest” client record; in the example below, the oldest client record is [Ref:30002](#) as the treatment (Ref:65005) began on 03/02/2004.

Use this client record as the base to add all others to. This will keep the date order chronological.

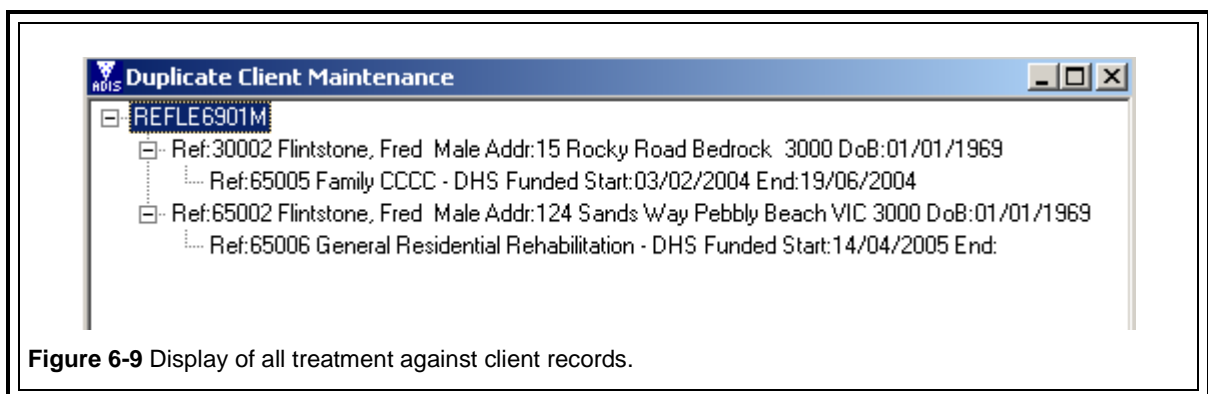


Figure 6-9 Display of all treatment against client records.

Step 4

Click on the next oldest treatment record to highlight it. In the example below, the oldest record is [Ref:65006](#) as treatment began on 14/04/2005.

With this record highlighted, use your mouse to drag it to the “oldest” client record for “Fred” ([Ref:3002](#)).

After you have dragged the treatment records to the oldest client record you will notice that this is only client with treatment recorded against it, as shown below in [Figure 6-10](#)

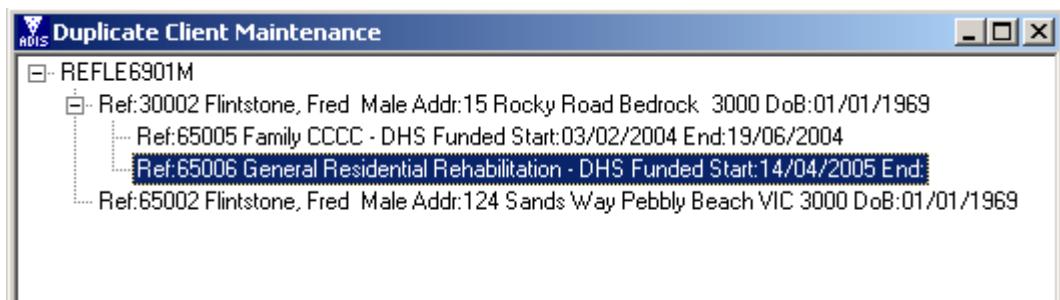


Figure 6-10 Transfer treatment record to one client record.

Step 5

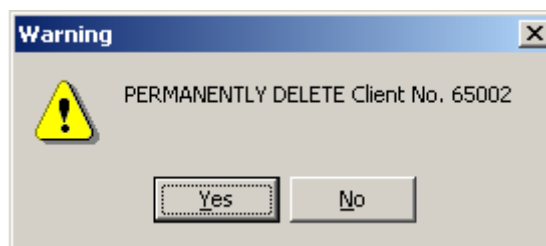
Once all episodes are added to the “oldest” client record, right-click³ on the record without any services (Ref:65002) and select **Delete** from the pop-up menu.



Figure 6-11 Selecting duplicate client record for deletion.

³ To right-click, place your mouse pointer over the item to select and click the right mouse button.

Step 6

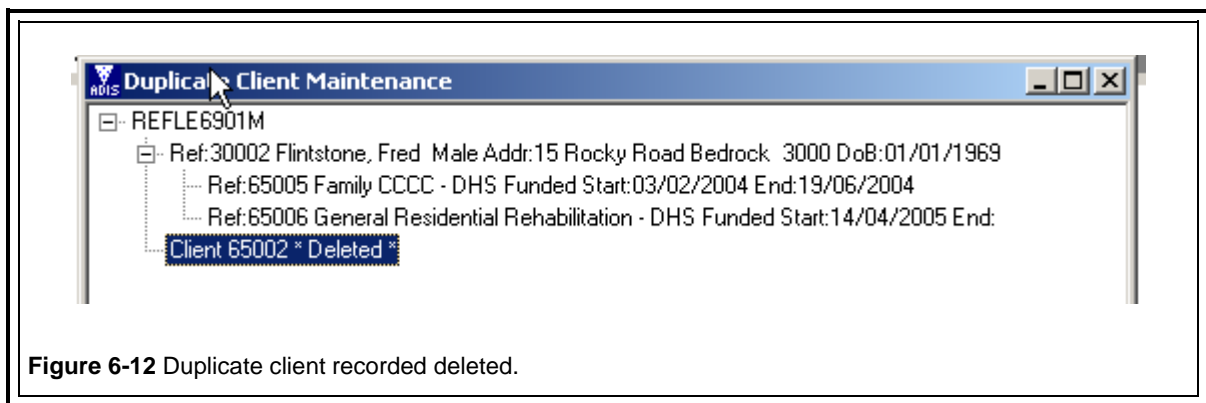


A warning message will be displayed.

Click the [Yes](#) button to confirm the record should be deleted.

Step 7

The client record will be deleted and the deleted entry is replaced with the text "Client # Deleted*" as shown below in [Figure 6-12](#).

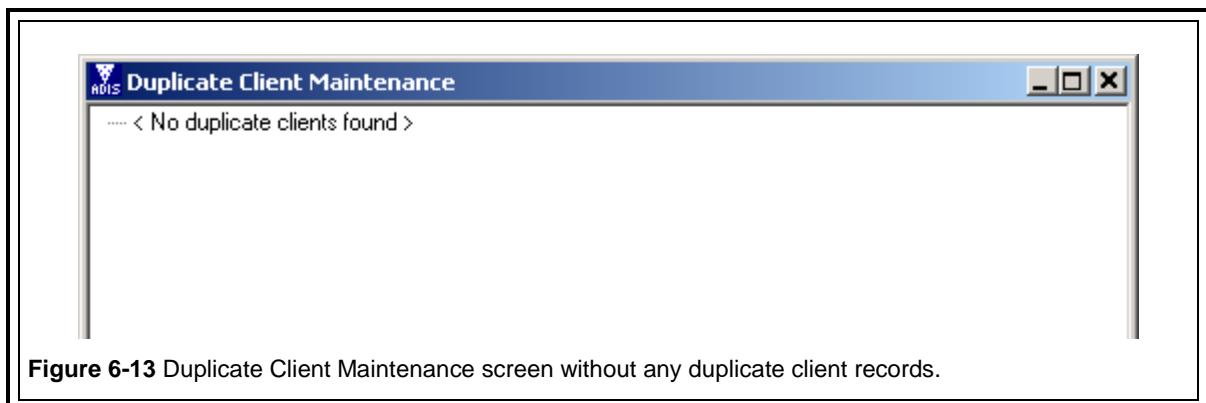


Step 8

The next time you access the [Duplicate Client Check](#) function, no "Fred" records will appear in the listing as a duplicate.

And if "Fred" was the only duplicate record, the screen will display the message:

<No duplicate clients found>



What if the duplicate client does not appear in the first place?

When a client is first entered on [FullADIS](#) via the [Client Details](#) screen, they are given a unique code based on a formula that uses their Surname, First Name, Date of Birth and Gender. We call this code an [alphacode](#).

In the Fred Flintstone example above, the code is

 REFLE6901M

It is the [alphacode](#) that is used by the [Duplicate Client Check](#) function to search for duplicate clients.

If the initial record has different spellings in the names or the date of birth is different, the duplicate record may have a different [alphacode](#) and therefore will not be picked up by this duplicate maintenance module.

In this instance you will better to keep the two client records, but add new services to only one of them. You could consider typing the word “duplicate” behind the surname of the record you do not want to use to easily identify the two in your client list.

Refer to [6.3 Deleting a Client](#) for more information on the ways you can manage duplicate clients.

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6.6 Inactive Clients

Screen Reference: Client Details (cl02)

Overview

This section provides information on how to make a client record “inactive” so the person is not displayed, unless requested, in the [Client List](#) screen.

Clients are set to *active* by default.

Your agency might have certain circumstances under which a client is made *inactive*, for example, clients that have not visited the agency for several years.

Individual agencies will usually apply a consistent policy of when to make a client inactive.

The function is maintained via the [Client Details](#) screen.

What does the Inactive function do?

The [Inactive Client](#) function allows the [FullADIS](#) user “hide” a client from the client list when it is initially displayed.

It simply hides the client, it does not delete the client record or any of the services that have been recorded for that person.

You can make the client visible again (reactivate), at anytime.

Client Details

Client Services PHS Visits Forms

First name: Fred Date of birth: 01/01/1969 Or Age: 37 ci02

Surname: Flintstone Sex: Male Client no.: 30002

Address: 15 Rocky Road Transgender: ☐ Code: REFLE6901M

Suburb: ABERFELDY Phone: Bus. phone: Agency: 999999-000

State/Pcode: VIC 3825 ...

Notes:

Registration Details:

Country of birth: Australia

Indigenous status: Neither Aboriginal nor TSI

Preferred language: English

Cultural background: Australian

Interpreter: Interpreter not needed

☒ Active Save Close

Services PHS Visits Forms

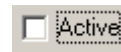
New Service View/Edit Delete Service

First Contact	Start date	Service	Staff	Term date	Group Number
03/02/2004	03/02/2004	Family CCCC - DHS Fu...	Administrator	19/05/2005	0
01/12/2005	01/12/2005	General CCCC - DHS F...	Administrator	16/12/2005	0

Figure 6-14 Client Details screen

How do I hide a client?

Active checkbox



Viewing [Figure 6-14](#) above, you will notice that there is a checkbox field called [Active](#) about midway on the screen, between the [Notes](#) area and the [Save](#) button.

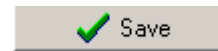
If this field is *ticked* the client is nominated as being an active record, or visible in the [Client List](#) screen.

If this field is *unticked*, as shown above, the client has been nominated as being an inactive record, or invisible in the [Client List](#) screen.

To hide the client, click the [Active](#) checkbox to remove the tick.

Function buttons

Save button



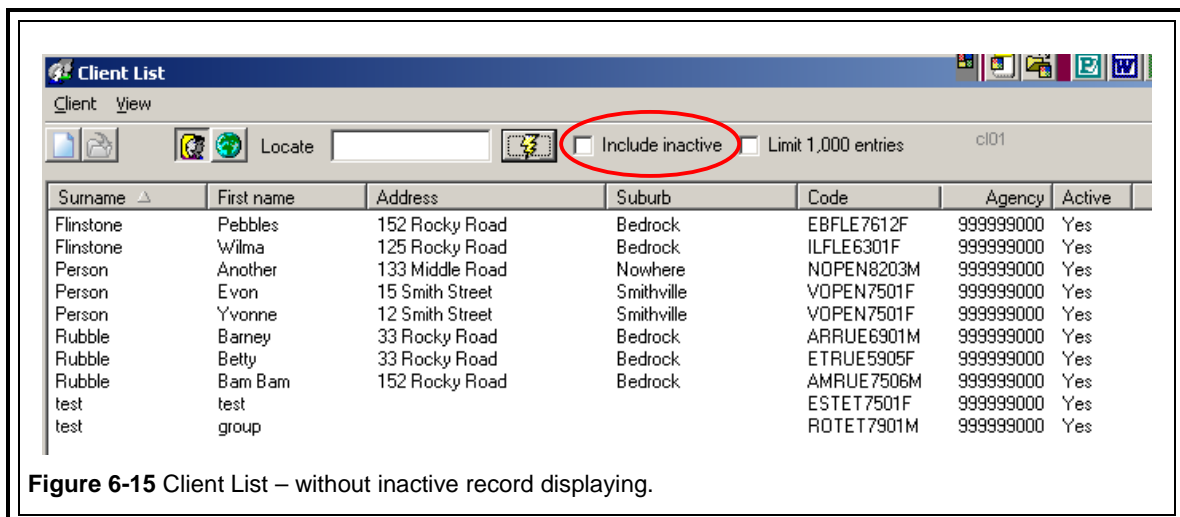
Click on the [Save](#) button to save the change to the client's details.

Close button



Click the [Close](#) button to close the [Client Details](#) screen. The [Client List](#) screen will be displayed as shown below in [Figure 6-15](#).

Notice in the screen picture below that *Fred Flinstone* is not visible in the client list.



How do I view inactive clients in the Client List?

Include inactive checkbox



The default setting in the [Client List](#) screen is not to display inactive clients.

If you wish to include *inactive* clients in the client list you must tick the [Include inactive](#) box.

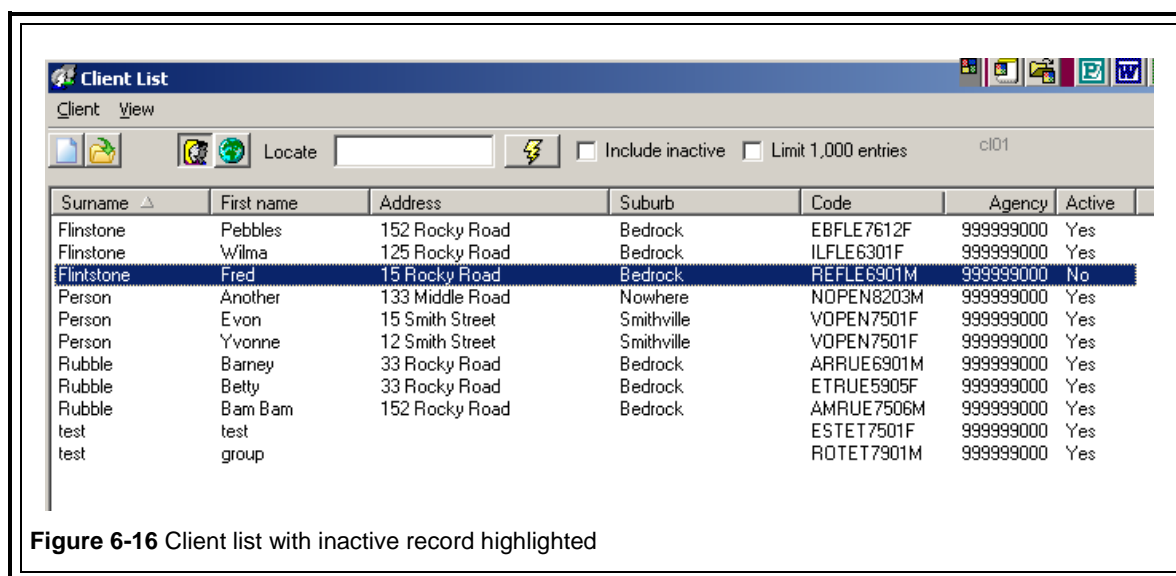
This box is in the toolbar section above the client list. In [Figure 6-15](#) above, this checkbox is circled with a red oval.

Refresh button

After clicking the [Include inactive](#) checkbox, you must then click the [Refresh](#) button to include the inactive clients in the display.

The inactive clients will be displayed in grey text not black, which makes it easy to distinguish them from active clients.

You can also view the "Active" column, which will indicate whether the client record is nominated as active with a "Yes" or inactive with a "No".

**NOTE**

If you are using the inactive function because you have a large client list, it may be preferable to search for a client via the [Locate](#) field *and* the [Include inactive](#) checkbox, rather than display ALL active and inactive clients.

How do I reactivate a client?

Step 1

In the [Client List](#) screen

- Click the [Include inactive](#) checkbox
- Type the client's name or [alphacode](#) in the [Locate](#) field.
- Click the [Refresh](#) button.

The client list will display any client's in the database who match the name or [alphacode](#) you entered.

- Double-click the client you want to reactive to display their record in the [Client Details](#) screen.

Step 2

In the [Client Details](#) screen

- Click in the [Active](#) checkbox. It will now display a tick.
- Click the [Save](#) button to save the changes to the client's details.
- Click the [Close](#) button to exit the [Client Details](#) screen.

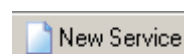
The [Client List](#) screen is displayed. The client will now be displayed as an *active* client.

How do I record a new course of treatment for an inactive client?

Step 1

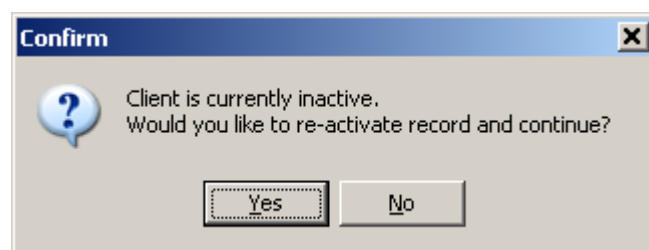
Open the inactive client's record as described above in [How do I view inactive clients in the Client List?](#)

Step 2



- Click the [New Service](#) button.

The confirm message is displayed.



Step 3

- Select the [Yes](#) button to *activate* the client record and display the [Start Service](#) screen.
- Select the [No](#) button to keep the client record as inactive and remain in the [Client Details](#) screen.



NOTE

You cannot add a new Service and keep the client inactive.

6.7 Postcode Lookup

Screen Reference: Postcode Lookup (cl02)

Overview

This section provides information on the [Postcode Lookup](#) screen.

The [FullADIS user](#) can access this screen by selecting the [State/Pcode field lookup](#) button in the [Client Details](#) screen.

For more information on the Client Details screen refer to [6.2 Adding modifying clients](#).

The screenshot shows a window titled "Postcode lookup" with a search bar containing "ABBOTSFORD". Below the search bar is a table with four columns: Postcode, Suburb, State, and Comment. The table lists 15 results, all with "VIC" as the state. The first result, 3067 ABBOTSFORD, is highlighted. Below the table are two sections: "Special postcodes" with checkboxes for "Not stated/inadequately described" and "Homeless", and "Filter options" with checkboxes for "Vic suburbs/postcodes only" (checked) and "Include non residential addresses". At the bottom right are "OK" and "Cancel" buttons.

Postcode	Suburb	State	Comment
3067	ABBOTSFORD	VIC	
3040	ABERFELDIE	VIC	
3825	ABERFELDY	VIC	
3714	ACHERON	VIC	
3352	ADDINGTON	VIC	
3962	AGNES	VIC	
3231	AIREYS INLET	VIC	
3042	AIRPORT WEST	VIC	
3021	ALBANVALE	VIC	
3206	ALBERT PARK	VIC	
3971	ALBERTON	VIC	
3020	ALBION	VIC	
3714	ALEXANDRA	VIC	

Figure 6-17 Postcode Lookup screen

NOTE

The information selected in this screen automatically enters the Suburb, State and Postcode fields, labelled [State/Pcode](#), in the client's address on the [Client Details](#) screen.

Fields**Search Suburb**

Enter the name of the suburb you wish to locate in the [Search Suburb](#) field.

The program will automatically move to the corresponding suburb in the list.

For example, entering "R" will display suburbs beginning with "R" at the top of the window. Enter "Ru" and the suburbs beginning with "Ru" will be displayed at the top of the window.

Suburb display**Postcode**

Displays the Postcode of the associated suburb based on the *Australia Post Postcode* file.

Suburb

Displays the suburb name.

Click on a suburb to select it.

State

Displays the state the suburb is located in.

Checkboxes

Unknown

☐ Not stated/inadequately described

Select this checkbox to jump to postcode '9999'.

This option is used when a postcode is *unknown*, and should be used as infrequently as possible.

The default for this field is "unchecked" (not selected).

Homeless

☐ Homeless

Select this checkbox to jump to postcode '9998'.

This is the postcode used to identify that a client is *homeless*.

The default for this field is "unchecked" (de-selected).

Non-Residential

☐ Include non residential addresses

Select this checkbox to include *non-residential* postcodes, such as post office boxes in the postcode list.

The default for this field is "unchecked" (de-selected).

Victoria only

☒ Vic suburbs/postcodes only

Select this checkbox to display only Victorian postcodes.

Clicking this checkbox, to de-select it, will change the display to include all Australian postcodes.

The default for this field is "checked" (selected).

Function Buttons

OK button

A rectangular button with a light gray background and a thin black border, containing the text "OK" in a dark gray sans-serif font.

Once a suburb is highlighted, click the [OK](#) button to add the selected suburb, postcode and state details to the [Client Details](#) screen.

Cancel button

A rectangular button with a light gray background and a thin black border, containing the text "Cancel" in a dark gray sans-serif font.

Click the Cancel button to return to the [Client Details](#) screen without selecting a Suburb/State/Postcode combination.

Handy Hint

Data that agencies export to DHS each quarter is de-identified. This means that the client's name and street address details are not included in the records that DHS receive, thereby protecting the privacy of the agency's clients.

Chapter 7 Treatment

7.1 Record new service

Screen Reference: Client Details; Service (multiple pages)

Overview

This chapter provides information on recording a new *Course of Treatment* for a client.

The FullADIS user must either add a new client or select an existing client and be viewing the [Client Details](#) screen.

The FullADIS user can access this screen by selecting [Client => New](#) in the [Client List](#) screen.

For more information on the [Client List](#) screen refer to [Chapter 6 Clients](#), [6.1 Client List](#).

The screenshot shows the 'Client Details' screen with the following fields and values:

- First name: Fred
- Surname: Flintstone
- Address: 15 Rocky Road
- Suburb: ABERFELDY
- State/Pcode: VIC 3825
- Date of birth: 01/01/1969
- Sex: Male
- Or Age: 37
- Client no.: 30002
- Code: REFLE6901M
- Agency: 999999-000
- Registration Details: Country of birth: Australia, Indigenous status: Neither Aboriginal nor TSI, Preferred language: English, Cultural background: Australian, Interpreter: Interpreter not needed
- Active: ☒
- Buttons: Save, Close

The 'Services' tab is selected, and the 'New Service' button is highlighted with a red circle. Below the button is a table of services:

First Contact	Start date	Service	Staff	Term date	Group Number
03/02/2004	03/02/2004	Family CCCC - DHS Fu...	Administrator	19/05/2005	0
01/12/2005	01/12/2005	General CCCC - DHS F...	Administrator	16/12/2005	0

Figure 7-18 Client Details screen

New Service and Treatment History

The [Client Details](#) screen allows you to record and maintain details on your clients.

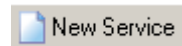
Each time you wish to record a course of treatment for an existing client, you *do not* need to complete this screen again.

To add a new treatment:

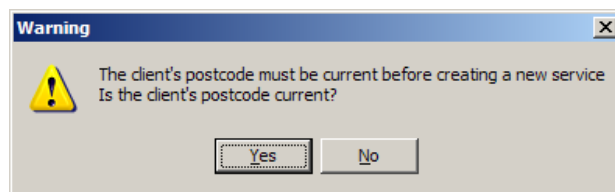
- Open an existing client's record, or create a new client record, and save the details.

Refer to [Chapter 6 Clients](#), [6.1 Client List](#) and [6.2 Adding, Modifying clients](#)

New Service button



- Click the [New Service](#) button to commence entering a new course of treatment for this client.
- A message will be displayed asking you to confirm that the client's postcode details are correct.



- Click the [Yes](#) button to continue to the treatment screens.

The [Service](#) screen [Screening](#) page will be displayed.

The [Screening](#) page is the first of a number of pages that will be displayed as you complete the fields and save the details you have entered.

Different pages may be displayed according to the service type you specify.

- Click the [No](#) button to remain in the [Client Details](#) screen where the client's postcode can be updated.

Adding a new service each time, allows a history of treatment to be recorded and displayed for each client, as circled in [Figure 7-18](#) above.

Recording Treatment

The [Service](#) screen has four or five pages which are completed according to the requirements of the program type selected:

- Screening
- Registration
- Drug Problem *or* Drink Drive
- Services/Contacts
(*not* displayed for service types: Drink Drive Education *or* Aboriginal Community A&D Resource Service)
- Termination

For more information on the Screening screen see [7.2 Recording Screening Info](#).

Handy Hint

Definitions for Terms:

Course of Treatment (COT)

A course of treatment is a period of service provision between a client and alcohol and drug worker(s), with specified dates of commencement and cessation.

Episode of Care (EOC)

An episode of care is a completed course of treatment undertaken by a client, where at least one significant agreed treatment goal is achieved under the care of an alcohol and drug worker.

Actuals

Actuals are Episodes of Care that are counted towards Agency targets as specified in their Funding and Service Agreements (FASAs).

7.2 Recording Screening Info

Screen Reference: Screening (ep01)

Overview

This section provides information on the [Service](#) screen [Screening](#) page.

The [FullADIS](#) user can access the [Screening](#) page by selecting or recording a new client and then clicking on [New Service](#) button from the [Client Details](#) screen.

Figure 7-19 Screening page



Screening information entered on this screen is only sent to DHS in the data export, if a service type *General – Screening – Not Funded* has been created. For more information on creating a service, refer .

Fields**Record No.**

The record number is automatically generated by the program and cannot be modified.

Screening Type

Select the screening type from the drop down list.

NOTE

Where the [FullADIS user](#) selects *Continuing Treatment* as the *Screening Type* and then starts a service for the client:

- [FullADIS](#) will check the client's service history for previous A&D treatment, and where a previous record exists, will populate the fields in both the [Registration](#) and the [Drug Problem](#) pages with the information that was recorded in the last course of treatment.

The [FullADIS user](#) will be responsible for checking that this information is still current and updating any fields that require amendment.



Screening Method

Select the screening method from the drop down list.

Screening Date

Enter the screening date of the client, or select the date from the calendar option.

Outcome

Select the outcome from the drop down list.

Staff

Defaults with the full name of the User ID who logged into [FullADIS](#).

To change the user name, select an option from the drop down list.

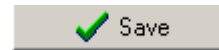
Service Details fields

The [Service Details](#) fields include:

- Target
- Service
- Source of funding
- Program
- Group No.

These fields default with standard entries – [General Screening Not Funded](#).

They will change once you select the program and service type.

Function buttons**Save button**

Click on the [Save](#) button to save the details you have entered and return to the [Client Details](#) screen.

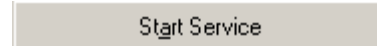
Use this button if you want to continue adding the treatment at another time.

This button will be enabled once all screening fields have been completed.

Cancel button

Click the [Cancel](#) button to abandon the new screening entry – the screening details for the client will not be saved.

The [Client Details](#) screen will be displayed.

Start Treatment**Start Service button**

Click on the [Start Service](#) button to commence the course of treatment.

The [Select Service](#) screen is displayed.

The information recorded in the [Screening](#) page will be saved.

NOTE

The **Start Service** button will *not* be active if you have not entered the following details for the client in the **Client Details** screen:



- Country of Birth
- Indigenous Status
- Preferred Language
- Cultural Background
- Interpreter details

Figure 7-20 Start Service screen

Fields**Program**

Select a program from the drop down list.

This is a mandatory field.

If *Drug Diversion* is selected, the [Drug Diversion](#) field will become enabled.

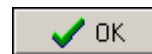
Drug Diversion

Select a *Drug Diversion* program from the drop down list, if applicable.

This is a mandatory field if *Drug Diversion* is selected in the [Program](#) field.

Service

Select a *service* from the available list by clicking on the option.

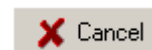
Function buttons**OK button**

Click on the [OK](#) button to proceed for the selected program.

The [Service](#) screen [Registration](#) page displayed.

The [Service](#) screen now includes the additional pages described earlier, refer [7.1 Record new service](#), [Recording Treatment](#).

This button will be enabled once all mandatory fields have been completed.

Cancel button

Click the [Cancel](#) button to abandon the new program selection.

The [Service](#) screen [Screening](#) page is displayed.

7.3 Registration page

Screen Reference: Registration (ep02)

Overview

This section provides information on the [Service](#) screen [Registration](#) page.

The [Service](#) screen [Registration](#) page is automatically displayed when the [FullADIS](#) user selects a *Program* and *Service type* for the client in the [Select Service](#) screen, that is, they commence recording a course of treatment.

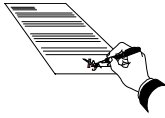
For more information on the Service screen Screening page refer to [Chapter 7 Treatment, 7.2 Recording Screening Info](#).

The screenshot shows a web application window titled "Service: General AD Supported Accommodation - DHS Funded". The window has a tabbed interface with four tabs: "Screening", "Registration" (which is active and highlighted in yellow), "Drug Problem", and "Services/Contacts". The "Registration" tab contains a form with the following fields:

- Outlet: dropdown menu
- Screening / Initial Needs Identification date: date picker (// / 19)
- Assessment date: date picker (// / 19)
- Treatment commencement date: date picker (// / 19)
- Source of referral: dropdown menu
- Employment status: dropdown menu
- Living arrangements: dropdown menu
- Accommodation: dropdown menu
- Current legal status: dropdown menu
- Relationship to user: dropdown menu
- Region: dropdown menu (Gippsland is selected)
- Homelessness status: dropdown menu
- Govt Pension: dropdown menu
- Childcare needed: dropdown menu
- Childcare provided: dropdown menu
- Dependent Children: dropdown menu
- Police reference: text input field
- Forensic Client: checkbox (unchecked)

At the bottom right of the form, there are two buttons: "Save" (with a checkmark icon) and "Cancel" (with a red X icon).

Figure 7-21 Registration page

NOTE

Mandatory fields are shaded yellow, and cleared to white when valid data is entered.

The [Service](#) screen [Registration](#) page is displayed for all service types selected in the [Select Service](#) screen.

Fields**Outlet**

Select the agency outlet that provided the treatment, from the drop down list.

For more information on recording a list of outlets for your agency refer to [Chapter 17 Agency Administration](#), [17.1 Agency Details](#).

Screening / Initial Needs Identification date

Enter the date the client was identified as requiring this particular treatment.

Type in, or select the date from the calendar option.

If a screening date was entered, this field will default to the screening date.

Assessment Date

Enter the date the client was assessed for this course of treatment.

Type in, or select the date from the calendar option.

Treatment Commencement Date

Enter the date the actual treatment commenced.

Type in, or select the date from the calendar option.



Calculation of Waiting Times

The "Screening/initial needs identification date" and the "Treatment commencement date" are critical to the calculation of waiting times.

Waiting times are calculated as the number of working days from when a client is screened/identified as requiring a particular A&D service type, and the commencement of this treatment. Note, that *waiting times* are not measured from the date of first contact with an agency.

These two dates will be different for each course of treatment a client receives.

Source of Referral

Enter the source from which the client was transferred or referred.

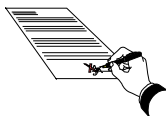
Select the option from the drop down list.

Employment Status

Enter the employment status of the client as at the commencement of treatment.

Select the option from the drop down list.

NOTE



If a *Child not at school* is selected in the [Employment Status](#) field the client must be five years old or younger.

If they are older than five years, the field will remain yellow indicating that the selection is invalid.

Living Arrangements

Enter the living arrangements of the client as at the commencement of treatment.

Select the option from the drop down list.

Accommodation

Enter the type of accommodation setting the client usually lives/lived in as at the commencement of treatment. Select the option from the drop down list.

NOTE

The selection entered in the [Living Arrangements](#) field must be consistent with the [Dependent Children](#) field.



If these fields are not logically consistent, that is, selecting *Living alone* in the [Living Arrangements](#) field, and *Living with dependent children* in the [Dependent Children](#) field, an error message will be issued when you attempt to save the record.

Current Legal Status

Enter the legal status of the client as at the commencement of treatment.

Select the option from the drop down list.

Relationship to User

Enter the status of the client in terms of whether the treatment received concerns their own drug use, or that of another person.

Select the option from the drop down list.

Region

This field will default with the DHS Region the client lives in, and is determined from the postcode entered in the [Client Details](#) screen when the treatment is recorded.

Homelessness Status

Select the homelessness status of the client from the drop down list.

Govt Pension

Select the type of government pension the client is receiving, if applicable, from the drop down list.

Childcare Needed

Indicate whether the client requires childcare.

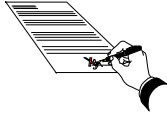
Childcare Provided

Indicate whether the childcare was provided for the client.

Dependent Children

Indicate whether the client has dependent children.

NOTE



The selection entered in the [Living Arrangements](#) field must be consistent with the [Dependent Children](#) field.

If these fields are not logically consistent, that is, selecting *Living alone* in the [Living Arrangements](#) field, and *Living with dependent children* in the [Dependent Children](#) field, a error message will be issued when you attempt to save the record.

Police Reference

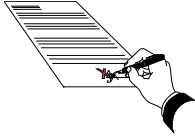
Free text field.

This field is used for *Drug Diversion* clients.

Forensic Client

Select this checkbox if the client is receiving treatment under one of the *Forensic* programs.

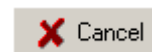
NOTE



The [Save](#) button will appear inactive until a minimal amount of information has been entered for the course of treatment.

The [Save](#) button may not be active until both the [Registration](#) and the [Drug Problem](#) or [Drink Drive](#) page fields have been completed.

Cancel button



Click the [Cancel](#) button to return to the [Client Details](#) screen without saving the information you have entered.



Move to the next page by clicking on the [Drug Problem](#) page.

For information on completing this page refer to [7.4 Drug Problem page](#).

Refer to these sections for instructions on completing the other pages:

- [7.5 Services/Contacts page](#)
- [7.10 Alcohol & Drug – Termination](#) page
- [7.11 Drink Drive Education](#)
- [7.12 Drink Drive – Termination](#) page

Handy Hint

Episode of Care and Significant Treatment Goal Attainments

The Department of Human Services (DHS) has used the **Episode of Care** (EOC) concept to monitor the funded drug treatment service sector's performance against case-level outcome targets since 1994-95. The EOC is the fundamental unit of drug treatment service activity used for agency performance measurement and funding purposes. It is defined as:

"A course of treatment undertaken by a client under the care of an alcohol & drug worker which achieves significant treatment goals identified in the client's Individual Treatment Plan. The achievement of the episode of care requires the attainment of at least one significant treatment goal in accordance with the service-type specification".

7.4 Drug Problem page

Screen Reference: Drug Problem (ep03)

Overview

This section provides information on the [Drug Problem](#) page.

The [Service](#) screen [Drug Problem](#) page is accessed by clicking on the *Drug Problem* tab.



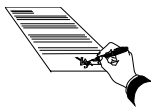
This section is not relevant to the Drink Drive Education service, and will not display if this service type is selected.

The screenshot displays the 'Drug Problem' tab within a software interface. The interface includes several sections for data entry:

- Substance-related disorders:** A dropdown menu.
- Concurrent pharmacotherapy:** A dropdown menu.
- Urine analysis:** A dropdown menu and a GAF score input field (set to 0).
- Principal drug:** A dropdown menu.
- Method of use:** A dropdown menu.
- Poly drug:** A dropdown menu.
- Period of use:** Input fields for years (0) and months (0).
- Injecting drug use:** A dropdown menu.
- Other drugs:** A 'Select...' button and a large yellow area for text entry.
- OR** ☐ No other drugs of concern
- Previous Treatment:** A dropdown menu labeled 'This Agency'.
- Other Agency Services:** Four rows of dropdown menus with date pickers (// and 15).
- Concurrent Conditions:** Two dropdown menus, each with a 'Treatment' checkbox.

At the bottom right, there are 'Save' and 'Cancel' buttons.

Figure 7-22 Drug Problem page



NOTE

Mandatory fields are shaded yellow, and cleared to white when valid data is entered.



The drug problem information entered on this screen relates to the user of the drug. In some cases this will not be same person as the client seeking treatment.

Fields

Substance-related Disorders

Enter the substance-related disorder of the user.

Select an option from the drop down list.

Concurrent Pharmacotherapy

Enter whether the user is receiving concurrent pharmacotherapy treatment.

Select an option from the drop down list.

Urine Analysis

Enter whether a urine test has been carried out.

Select an option from the drop down list.

GAF

Enter the GAF (Global Assessment Functioning) code applicable at the commencement of treatment.

For more information about GAF ratings, see the [FullADIS Guidelines and Definitions document, Drug Problem section](#).

Principal Drug

Enter the principal drug, as stated by the client, which has led the person to seek treatment from your agency.

Select an option from the drop down list.

Method of Use

Enter the client's usual method of administering the Principal Drug of Concern, as stated by the client.

Select an option from the drop down list.

Poly drug

Indicate whether the user is a polydrug user.

Select an option from the drop down list.

Period of Use

Enter the period of time that the use of the principal drug has been a problem.

Free text fields.

Injecting Drug Use

Enter the status of the user's injecting drug use.

Select an option from the drop down list.

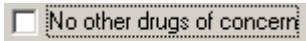
Other Drugs

Enter any drugs apart from the Principal Drug of Concern that the client perceives as being a health concern.

Select buttonA rectangular button with a light gray background and a thin border, containing the text "Select..." in a small, dark font.

Click on the [Select](#) button to display the Other Drug Selection screen.

Click up to 5 options and then click the [Save](#) button.

No other drugs of concernA checkbox with a light gray background and a thin border, containing a small square checkbox icon and the text "No other drugs of concern" in a small, dark font.

Click the [No other drugs of concern](#) checkbox, if there are no other drugs of concern.

Previous Treatment fields

This Agency

Indicate whether the client has had previous alcohol or drug treatment at your agency.

Select the option from a drop down list.

Other Agency Services

Indicate any previous alcohol and drug treatment the client has received at other agencies.

Select the type of treatment from the drop down list options.

Type in the date of treatment or select from the calendar option.

Concurrent Conditions fields

Indicate any concurrent condition the client has at the commencement of treatment.

Select the option from a drop down list.

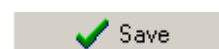
Treatment checkbox

☐ Treatment

Click the [Treatment](#) checkbox if treatment is being received for the condition selected.

Function buttons

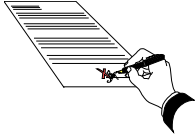
Save button



Click on the [Save](#) button to save the client's details you have entered.

When you click the [Save](#) button, the [Services](#) screen will close and the [Client Details](#) screen will be re-displayed.

NOTE



The [Save](#) button will appear inactive until a minimal amount of information has been entered for the course of treatment.

The [Save](#) button may not be active until both the [Registration](#) and the [Drug Problem](#), or [Drink Drive](#) page fields have been completed.

Cancel button



Click the Cancel button to return to the [Client Details](#) screen without saving the information you have entered.



Move to the next page by clicking on the [Services/Contacts](#) page.

For information on completing this page refer to [7.4 Drug Problem page](#).

Refer to these sections for instructions on completing the other pages:

- [7.5 Services/Contacts page](#)
- [7.10 Alcohol & Drug – Termination](#) page
- [7.11 Drink Drive Education](#)
- [7.12 Drink Drive – Termination page](#)

7.5 Services/Contacts page

Screen Reference: Services/Contacts (ep04)

Overview

This section provides information on the [Services/Contacts](#) page.

The [Services/Contacts](#) page can be accessed by clicking on the [Services/Contact](#) tab in the [Service](#) screen.



This screen is not relevant to the service type: *Aboriginal Community A & D Resource* or *Drink Drive Education*, and will not display if either of these service types are selected.

Service Page

Screening Registration Drug Problem Services/Contacts

ITP developed [dropdown] Date [/ /] [calendar icon]

ITP reviewed [dropdown] Date [/ /] [calendar icon]

ITP details...

Course code [dropdown]

Significant Treatment Goals **Achieved** [Select...] ep04

Print [checkbox] Discharge plan Date [/ /] [calendar icon]

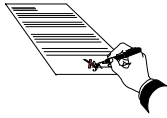
Contacts Please add a contact for this service.

Staff	Type	Method	Date	Duration (mins)	After hrs	Notes

Add View/Edit Delete

Save Cancel

Figure 7-23 Services/Contacts page



NOTE

Mandatory fields are shaded yellow, and cleared to white when valid data is entered.

Fields

ITP developed

Enter whether an Individual Treatment Plan (ITP) has been developed for the client.

Select an option from the drop down list.

Date

If **Yes**, is selected in the **ITP developed** field, enter the date the ITP was developed.

Type in, or select the date from the calendar option.



Selecting **Yes** in the **ITP developed** field will activate the **Significant Treatment Goals Achieved** function.

For more information on the Significant Treatment Goal Attainments refer to [7.6 Recording Significant Treatment Goals](#)

ITP Reviewed

Enter whether the Individual Treatment Plan (ITP) developed for the client has been reviewed.

Select an option from the drop down list.

Date

If **Yes**, is selected in the **ITP reviewed** field, enter the date the ITP was reviewed.

Type in, or select the date from the calendar option.

ITP Details button The [ITP Details](#) button displays the [Individual Treatment Plan](#) screen.

For more information on the Individual Treatment Plan screen refer to [7.8 Individual Treatment Plan \(ITP\)](#).

Course Code

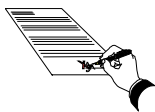
This is a free text field.

Type in the new code, which is then automatically added to the drop down list options, or

Select an existing option from the drop down list.

The code is created/provided by the service provider and is used to link individual clients to a particular course or group.

NOTE



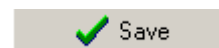
The [Service](#) screen [Termination](#) page will not be displayed until all mandatory fields in the [Registration](#), [Drug Problem](#) and [Services/Contacts](#) pages have been completed.

Contacts

For more information on the Contact Details screen refer to [Recording a Contact for a Client](#).

Function buttons

Save button



Click on the [Save](#) button to save the information you have entered.

When you click the [Save](#) button, the [Client Details](#) screen will be re-displayed.

Cancel button



Click the [Cancel](#) button to return to the [Client Details](#) screen without saving any of the information entered.



Move to the next page by clicking on the [Termination](#) tab.

7.6 Recording Significant Treatment Goals

Screen Reference: STGA Selection screen (ep13)

Overview

This section provides information on the [STGA Selection](#) screen.

Significant Treatment Goals Attainments (STGA's) are direct client outcomes that are attained through alcohol and drug treatment services.

The [STGA Selection](#) screen is accessed by clicking the [Select](#) button, in the [Significant Treatment Goals Achieved](#) section of the [Service](#) screen [Services/Contacts](#) page, refer [7.5 Services/Contacts page](#).

This button will only be active if [Yes](#) is selected in the [ITP Developed](#) field.



STGA's fall into five main categories and within each category the indicators displayed are specific to the treatment type being provided.

ADIS STGA Selection ep13

Select up to 7 significant treatment goals

Reduced Substance Use Indicators

- ☐ Stabilised drug withdrawal
- ☐ Achieved abstinence from drug of concern
- ☐ Linked successfully to community pharmacotherapy
- ☐ Achieved stabilisation of substitute pharmacotherapy
- ☐ Significantly reduced level of use of primary drug of concern
- ☐ Significantly reduced level of poly-drug use
- ☐ **Learnt relapse prevention strategies**
- ☐ Reduced risks and harms associated with drug use
- ☐ Linked successfully to other A&D treatment service
- ☐ Other

Improved Physical Health Indicators

- ☐ **Achieved positive changes in physical health status**
- ☐ Reduced risk-taking behaviours
- ☐ Linked successfully to GP or other health services
- ☐ Other

Improved Level of Connectedness

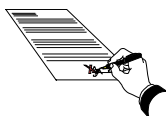
- ☐ Improved relationship with family/friends/community
- ☐ **Improved social/communication skills**
- ☐ Obtained employment

? Help ✓ Save ✗ Cancel

Figure 7-24 Example of the STGA Selection screen

NOTE

Treatment goals that are **highlighted in blue** indicate that there is a different definition for adult and youth clients.



For more information on the treatment goal definitions refer to

- The ADIS Guidelines and Definitions document, Appendix B, or
- The [FullADIS](#) online user help

Treatment Goal**Treatment Goal Categories**

Treatment goal categories appear as headings in bold text.

Significant Treatment Goals

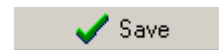
Select the checkbox to select the relevant treatment goal. A maximum of 7 goals can be selected for each course of treatment.

Function buttons**Help button**

Click on the [Help](#) button to access the [FullADIS](#) Online Help.

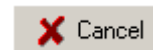
The STGA help pages will be displayed.

Click on any one of the five STGA categories to display the definitions of all treatment goals applicable to that category.

Save button

Select the relevant STGA's and click on the [Save](#) button.

The selected STGA's will display in the [Significant Treatment Goals Achieved](#) section of the [Services/Contacts](#) page.

Cancel button

Click the [Cancel](#) button to display the [Services/Contacts](#) page without saving any of the information entered.

Print STGA's for the client**Print button**

In the [Significant Treatment Goals Achieved](#) section of the [Services/Contacts](#) screen, click the [Print](#) button, refer [7.5 Services/Contacts page](#).

The [Significant Treatment Goal Achievement Report](#) which summarises the goals achieved by the client during this course of treatment, is displayed and can be printed.



More detailed information on the STGA's and the STGA definitions is available in the *FullADIS Guidelines and Definitions* document under the *Services/Contacts* heading.

7.7 Recording a Contact for a Client

Screen Reference: Contacts Details screen (ep11)

Overview

This chapter provides information on the [Contact Details](#) screen.

A service contact is defined as a contact between a client and a service provider, which results in a dated entry being made in the client record.

The [Contact Details](#) screen is accessed by clicking the [Add](#) button in the [Contacts](#) section of the [Services/Contacts](#) page.



There are some service types for which recording a Contact is a mandatory requirement.

This will be indicated in the [Contacts](#) section of the [Services/Contacts](#) page with the following wording:

Please add a contact for this service.

ep11

Staff: Administrator

Type: [Yellow dropdown]

Method: [dropdown]

Date: / / [calendar icon]

☐ After hours?

Record No.: 234002

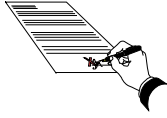
Duration: 0 mins

Session No.: 0

Notes: [Text area]

OK Cancel

Figure 7-25 Contact Details screen



NOTE

Mandatory fields are shaded yellow, and cleared to white when valid data is entered.

Fields**Staff**

This field defaults with the full name of the User ID logged into [FullADIS](#).

If you wish to change the user name, select an option from the drop down list.

Type

Select the type of contact from the drop down list.

Method

Select the method of contact from the drop down list.

Date

Enter the date of the contact, or select the date from the calendar option.

After hours?

The field is for use by Service Providers who are funded to provide an extended hours service.

Select the [After hours](#) checkbox if the service contact was provided after ordinary business hours.

Duration

Enter the contact duration.

Free text field.



NOTE

The **OK** button will not be active until all mandatory fields in the **Contact Details** screen are completed.

Record No.

The record number is automatically generated by **FullADIS** and cannot be amended.

Session No.

The session number is automatically generated by **FullADIS** when the contact is recorded via the Group function. It cannot be amended.

Notes

Free text field.

Function buttons

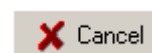
OK button



Click on **OK** to save the Contacts details.

The entry will appear in the Contacts section of the **Services/Contacts** page.

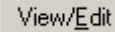
Cancel button



Click the **Cancel** button to display the **Services/Contacts** page without saving any of the information entered.

Edit or View the Contacts entry

View/Edit button

A rectangular button with a light gray background and a thin black border. The text "View/Edit" is centered on the button in a black, sans-serif font.

Click on the relevant Contacts entry in the [Contacts](#) section of the [Services/Contacts](#) page, to highlight the record.

Then click on the [View/Edit](#) button.

The [Contact Details](#) screen will be displayed with the details of the entry selected.

- Edit the record, and click the [OK](#) button to save the changes. The [Services/Contacts](#) screen will be re-displayed, or
- Click the [Cancel](#) button to return to the [Services/Contacts](#) screen without saving your changes.

Delete a Contacts entry

Delete button

A rectangular button with a light gray background and a thin black border. The text "Delete" is centered on the button in a black, sans-serif font.

Click on the relevant Contacts entry in the [Contacts](#) section of the [Services/Contacts](#) page, to highlight the record.

Then click on the [Delete](#) button to delete the entry.

NOTE

You will not be prompted to confirm the deletion, so be sure you have highlighted the correct record.




Handy Hint

Selection from drop-down lists

Selection of the correct entry from drop-down list boxes can be done in a number of ways.

Most list boxes have an 'auto-completion' feature that will select the closest matching entry to the key sequence typed. For example, typing 'st' scrolls to the 'Student' entry in the Employment Status field. When the correct entry is highlighted this way, select **TAB** to lock it in and continue.

Alternatively, the **ALT + DOWN-ARROW** sequence can be used to show the full list and locate the required entry by moving thorough the list with the **UP-** and **DOWN-ARROW** keys.

As a further option, the  down arrow control at the edge of the list box can be selected with the mouse to display the full list. Once displayed, the vertical scroll bar shown with the list (or on the mouse) can be used to scan and select the required entry with the mouse pointer.

7.8 Individual Treatment Plan (ITP)

Screen Reference: Individual Treatment Plan (ep15)

Overview

This section provides information on the electronic version of the Individual Treatment Plan (ITP).

The [FullADIS](#) user can access the ITP from the within a *Course of Treatment* on the [Services/Contacts](#) screen, by clicking on the [ITP Details](#) button.

The [ITP Developed](#) field must be set to [Yes](#) for the [ITP Details](#) button to be active.

For more information on entering a course of treatment see [7.1 Record new service](#).

Individual Treatment Plan

Client: Flintstone, Fred
Ref No.: 175004
Created date: 1/12/2005
Code: REFLE6901M
Date ITP developed: 1/12/2005
UR Number:
ITP completed by: Administrator
Position:
ep15

Presenting issues / problems

Treatment Plan

Date	Treatment Goal	Specific goals	Actions required	Timeframe	Modifications

☐ Copy given to client
Shared care (Provide details of other practitioners or services involved with the client) [200]

Planned date for review: / / 15
Date reviewed:

Print Save as PDF Help Save Cancel

Figure 7-26 Individual Treatment Plan screen

Fields

Client

Displays the name of the client you are recording the treatment details for.

This field cannot be amended.

Ref No.

This is a system generated reference number that cannot be amended.

UR Number

Enter the UR Number of the client if required.

This is a free text field.

Created date

Displays the date you opened and created the ITP in [FullADIS](#).

Date ITP developed

Displays the date the ITP was developed. This date is displayed from the [Services/Contacts](#) page and cannot be amended in this screen.

ITP completed by

Defaults with the name of the person logged into [FullADIS](#).

To amend this option, select a new name from the drop down list.

Position

Enter the position of the person who completed the ITP with the client.

This is a free text field.

Presenting Issues / Problems

This is a free text field allowing you to record details of the presenting issues or problems of the client.


Treatment Plan

This section displays a summary of the treatment plan details.

Add buttonA rectangular button with a light gray background and a thin border, containing the text "Add" in a dark gray font.

To record the treatment plan details click the [Add](#) button.

The Treatment Plan Details screen will be displayed. For more information on this screen see [7.9 Treatment Plan Details](#).

View/Edit buttonA rectangular button with a light gray background and a thin border, containing the text "View/Edit" in a dark gray font.

To view or edit treatment plan details, click on the plan to highlight it, and then click the [View/Edit](#) button.

Delete buttonA rectangular button with a light gray background and a thin border, containing the text "Delete" in a dark gray font.

To delete a treatment plan, click on the plan to highlight it, and then click the [Delete](#) button.

Copy given to client

Select the [Copy given to client](#) checkbox, if you have printed the ITP and given a copy to the client.

Shared care

This is a free text field allowing you to enter details of any other practitioners or services involved in treating the client.

Planned date for review

Enter the date you plan to review the ITP, if applicable.

Type in the date or select the date from the calendar option.

Date reviewed

This field displays the actual date that the ITP was reviewed and is linked to the ITP Review date in the [Services/Contacts](#) screen.

You cannot modify this field on the [Individual Treatment Plan](#) screen.

Printing the form

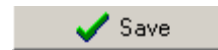
Print button



Click the [Print](#) button to print the entire form that is currently displayed on your screen.

Saving the form

Save button

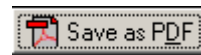


Click the [Save](#) button to save the Individual Treatment Plan.

This will save the document with any amendments that you have made.

Save ITP as a PDF document

Save as PDF button



Saving your document as a PDF has two advantages, which are:

- It allows you to take a non-editable “snapshot” of the document at any give time, and
- It saves the document in a condensed size making it a more efficient document to email.

Click on the [Save as PDF](#) button to save the form as a PDF.

The [PDF document created](#) screen is displayed (shown below).

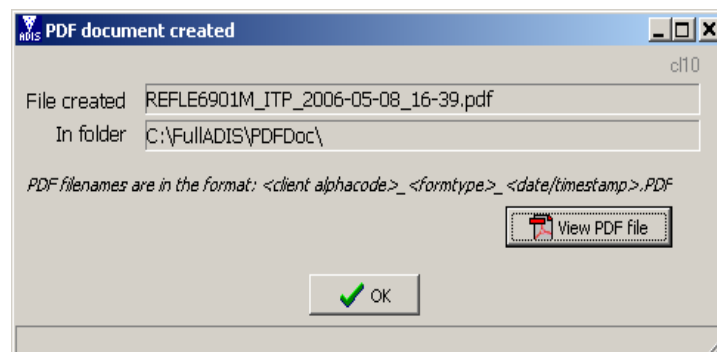


Figure 7-27 PDF Document Created screen

File created

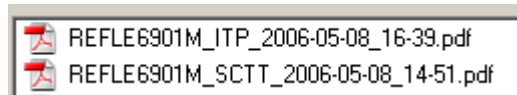
Displays the name that has been assigned to the saved PDF document. This is made up of the [client's alphacode] – [form type] – [today's date] – [time of save].

In folder

Displays the directory path where the document will be saved on your PC or network.

Viewing the PDF document

To view a PDF document, you can double click on the document name displayed in the form history.



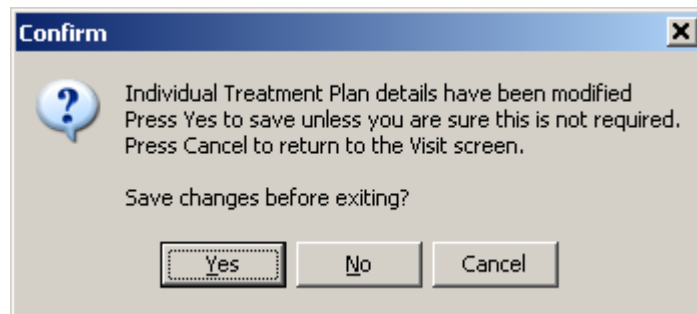
This opens the form in Adobe Acrobat. The document cannot be edited.

The other method of accessing the form is to search for it in the directory path. Double click on the document name. The document is opened in Adobe Acrobat and cannot be edited.

Function buttons **Cancel button**

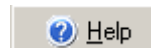


Click the [Cancel](#) button, to cancel out of the form without saving any changes. The [Confirm](#) window will be displayed.



Click the [Yes](#) button to save your changes, or the [No](#) button to continue cancelling without saving any changes. The [Cancel](#) button will re-display the [Individual Treatment Plan](#) screen so that you can continue working.

Help button



Click the [Help](#) button to access the online Help available for the various forms.

7.9 Treatment Plan Details

Screen Reference: Treatment Plan Details (ep14)

Overview

This section provides information on the [Treatment Plan Details](#) screen.

This screen can be accessed from the electronic version of the Individual Treatment Plan (ITP).

For more information on the ITP see [7.8 Individual Treatment Plan \(ITP\)](#).

The screenshot shows a window titled "Treatment Plan Details" with a tab icon and the label "ep14" in the top right corner. The form contains the following fields:

- Date:** A date picker showing "01/12/2005" and a small calendar icon.
- Treatment goal category:** A dropdown menu.
- Specific goals:** A large text area with a character count "[200]" on the right.
- Actions required to achieve goal:** A large text area with a character count "[200]" on the right.
- Tmeframe:** A dropdown menu.
- Date & modifications to plan, strategies:** A large text area with a character count "[200]" on the right.
- Degree to which achieved:** A dropdown menu.
- Date completed:** A date picker showing "11" and a small calendar icon.
- Buttons:** "OK" (with a checkmark icon) and "Cancel" (with a red X icon) buttons at the bottom.

Figure 7-28 Treatment Plan Details screen.

Fields

Date

Defaults with the date the treatment plan was developed. To amend, type in a new date or select from the calendar option.

Treatment goal category

Select the treatment goal category from the drop down list.

Specific goals

Enter the specific goals to be achieved under this treatment goal category.

This is a free text field.

Action required to achieve goal

Enter the action that will be undertaken to the goal identified.

This is a free text field.

Timeframe

Enter the timeframe in which the goal is to be achieved.

Select from the drop down list options.

Date & modifications to plan, strategies

Enter any modifications made to the plan for this goal, any changes to the strategies and the date of the changes.

This is a free text field.

Degree to which achieved

Enter the degree to which the goal was achieved.

Select from the drop down list options.

Date completed

Type in the date the goal was completed, or select the date from the calendar option.

Function Buttons

OK button



Click the [OK](#) button to save the treatment details. You will be returned to the [Individual Treatment Plan](#) screen.

Cancel button



Click the [Cancel](#) button to return to cancel any treatment details entered. You will be returned to the [Individual Treatment Plan](#) screen.

Handy Hint

Individual Treatment Plan (ITP)

An electronic Individual Treatment Plan (ITP) can be recorded as part of the client's A&D course of treatment. Information recorded on these plans is not forwarded to DHS.

The ITP form has been provided to help agencies record information relating to the client's treatment electronically, so it is easily updated and retained with the client's treatment information in ADIS.

7.10 Alcohol & Drug – Termination page

Screen Reference: Termination page (ep06)

Overview

This section provides information on the [Service](#) screen [Termination](#) page.

The [Termination](#) page can be accessed by clicking on the [Termination](#) tab.

Refer to [7.12 Drink Drive – Termination page](#) for instructions on how to complete this form for the service type *Drink Drive Education*.



The [Termination](#) page will not display until all mandatory fields in the [Registration](#), [Drug Problem](#) and [Services/Contacts](#) screen are completed.

Service Page

Screening | Registration | Drug Problem | Services/Contacts | Termination

Termination date: / / 19

Termination status: [dropdown]

Referral status: [dropdown]

Referral destination: [dropdown]

Significant goals not applicable to this Service.

Concurrent Conditions

Nil [dropdown] ☐ Treatment

[dropdown] ☐ Treatment

Drink Drive

☐ Completed assessment

☐ Completed education

ep06

Accommodation: Private residence public rent [dropdown]

GAF: 0 [input]

Save Cancel

Figure 7-29 Service screen Termination page



NOTE

Mandatory fields are shaded yellow, and cleared to white when valid data is entered.

Fields

Termination date

Enter the date the treatment terminated.

Type in, or select the date from the calendar option.

Termination status

Enter the termination status of the treatment.

Select the option from the drop down list.

Referral status

Enter the referral status of the client.

Select the option from the drop down list.

Referral destination

Enter the referral destination of the client.

Select the option from the drop down list.



Text below the *Referral destination* field will indicate whether Significant Treatment Goal Attainments (STGA's) were achieved for this course of treatment.

Where at least one STGA is recorded for the course of treatment the wording will read:

Significant goals achieved.

Where no STGA's were recorded for the course of treatment the wording will read:

Significant goals not achieved.

Concurrent Conditions

Where Concurrent Conditions were recorded in the [Drug Problem](#) page, these entries will default into these fields.

Enter or amend a selection from the drop down list.

Accommodation

Defaults with the entry recorded in the [Drug Problem](#) screen.

If applicable, amend the entry from the drop down list.

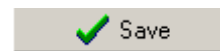
GAF

Defaults with "0" regardless of the entry recorded in the [Drug Problem](#) screen.

Enter the GAF code applicable at the termination of treatment.

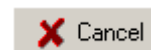
Function Buttons

Save button



Click on the [Save](#) button to save the treatment termination details and return to the [Client Details](#) screen.

Cancel button



Click the [Cancel](#) button to return to the [Client Details](#) screen without saving any changes.

Handy Hint

Drink Drive Education

The Drink Drive Education program is provided by DHS accredited agencies to drivers that are required to complete an education course as a result of a drink drive offence.

An episode reported by the Drink Drive program must include a completed education course and where relevant, two assessments.

7.11 Drink Drive Education

Screen Reference: Drink Drive (ep07)

Overview

The FullADIS program has been designed to enable the collection of Education and Assessment information on clients that attend Drink Drive programs.

This section provides information on the process for recording Drink Drive Education services and the fields in the [Drink Drive](#) screen.

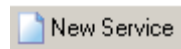
Drink Drive data entry

Client Details

The FullADIS user must have completed the [Client Details](#) screen for the Drink Drive client.

For more information on the Client Details screen refer to [Chapter 6 Clients](#).

New Service button



Click on the [New Service](#) button in the [Client Details](#) screen to commence entering treatment for this client.

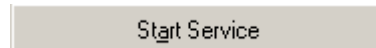
The [Service](#) screen [Screening](#) page is displayed.

Screening

This is an optional screen sometimes used by the Alcohol & Drug agencies, but is not generally used by Drink Drive Agencies.

Start Treatment

Start Service button



Click on the [Start Service](#) button to commence recording the new service.

The [Select Service](#) screen is displayed.

NOTE

The [Start Service](#) button will *not* be active if you have not entered the following details for the client in the [Client Details](#) screen:



- Country of Birth
- Indigenous Status
- Preferred Language
- Cultural Background
- Interpreter details

Registration page

This page records the socio demographic details of the client. Most fields are mandatory and must be completed to enable progress to terminating a client's treatment once they have finished their education and/or assessment.

For more information on Registration refer to [7.3 Registration page](#).

Drink Drive page

This page records the Drink Drive details for the client and more detailed information on the page is provided in this chapter.

Termination page

The [Termination](#) page will not appear until all mandatory (yellow) fields in the other screens are complete.

For more information on the Termination page refer to [7.12 Drink Drive – Termination page](#).

Service Page

Screening Registration Termination Drink Drive

First assessment

Final assessment

☐ Referred to other agency

☐ Referred to other services

Education

Attendance 1

2

3

4

Agency course code

Course location postcode

☐ Applying for reduction

☐ Report required

☐ License restoration report

Drink Drive Offence Details

No. offences in last 10 yrs

☐ Refusal

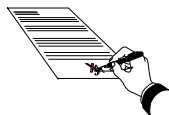
☐ D.U.I.

BAC (max 0.5) gm/100ml

ep07

Figure 7-30 Drink Drive page

NOTE



When you select beside a date field in FullADIS, this will open up a calendar for you to select a date from. This calendar will always default to *today's* date.

Fields

First Assessment

Enter the date of the client's 1st assessment, or select this date from the calendar option.

Final Assessment

Enter the date of the client's 2nd assessment, or select this date from the calendar option.

Referred to Other Agency

Select this field when a client has been referred to another agency.

Referred to Other Services

Select this field when a client is referred to another service(s).

Education

Attendance 1

Enter the date the client attended the course, or select this date from the calendar option.

Attendance 2

Enter the date the client attended the course, or select this date from the calendar option.

Attendance 3

Enter the date the client attended the course, or select this date from the calendar option.

Attendance 4

Enter the date the client attended the course, or select this date from the calendar option.

Agency Course Code

Record your internal agency course code.

Free text field.

Course Location Postcode

Enter the postcode of the location of where the education course took place.

Free text field.

Applying for Reduction

Select this field when the client applies to the Court for a reduction to the time between assessments.

Report required

Select this field once a letter or report is completed for a reduction in time.

License Restoration Report

Select this field when the Licence Restoration Report is completed.

**Drink Drive
Offence Details****No. offences in last 10 yrs**

Enter the number of drink offences for which the client has been convicted, in the last 10 years.

Refusal

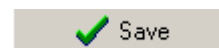
Select this field if the client was convicted of a refusal to take a breath test offence.

D.U.I.

Select this field if the client is convicted of Driving Under the Influence.

BAC (max 0.5)

Enter the Blood Alcohol Content (BAC) the client was convicted with.

Function buttons**Save button**

Click on the [Save](#) button to save the client's Drink Drive details you have entered.

When you click the [Save](#) button, the [Client Details](#) screen will be re-displayed.

The Drink Drive treatment you entered will appear in the client's service history.

Cancel button



Click the [Cancel](#) button if you do not wish to save the details you have entered in the [Drink Drive](#) page.

When you click the [Cancel](#) button, the [Client Details](#) screen will be re-displayed. The record will not appear in the service history, if you have not previously saved any part of it.

I cannot click on the Save button

All mandatory fields in the [Registration](#) page must be completed for the client, before the [Save](#) button is activated.

Check that there are no yellow fields in the [Registration](#) page.

7.12 Drink Drive – Termination page

Screen Reference: Termination (ep06)

Overview

This section of the manual provides information on the fields in the [Termination](#) page when the service type is Drink Drive Education.

Refer to [7.10 Alcohol & Drug – Termination](#) page for information on how to complete this page for Alcohol & Drug service types.



The *Termination* tab will not display until all mandatory fields are completed in the [Registration](#) page.

Service: General Drink Drive Education - Privately funded

Service Page

Screening Registration Termination Drink Drive

Termination date:

Termination status:

Referral status:

Referral destination:

Significant goals not achieved: ☐

Concurrent Conditions:

☐ Treatment

☐ Treatment

Drink Drive:

☐ Completed assessment

☐ Completed education

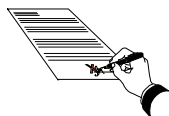
Accommodation:

GAF:

ep06

Save Cancel

Figure 31 – Termination screen (Service type = Drink Drive Education)



NOTE

Mandatory fields are shaded yellow, and cleared to white when valid data is entered.

Fields

Termination Date

Enter the date the client terminated the service.



All clients are to be terminated after 2 years, even if they have not completed the drink drive education program.

Termination Status

Select the termination status from the drop down list.

Referral Status

Select the referral status from the drop down list.

Referral Destination

Select the referral destination from the drop down list.

Completed Assessment

Select if both the 1st and 2nd assessment are completed.

Completed Education

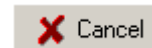
Select if the education program is completed.

Function buttons**Save button**

Click on the [Save](#) button to save the client's termination details you have entered.

When you click the [Save](#) button, the [Client Details](#) screen will be re-displayed.

The Drink Drive treatment you entered will appear in the client's service history.

Cancel button

Click the [Cancel](#) button if you do not wish to save the details you have entered in the [Termination](#) page.

When you click the [Cancel](#) button, the [Client Details](#) screen will be re-displayed. The record will not appear in the service history, if you have not previously saved any part of it.

I cannot click on the Save button

All mandatory fields in the [Termination](#) page must be completed for the client, before the [Save](#) button is activated.

Check that there are no yellow fields in the [Termination](#) page.

Handy Hint

Recording Groups in FullADIS

Two types of groups may be recorded in FullADIS; formal and casual.

Formal Groups: A formal group is attributed to a particular A&D program and service type, for example 'Dual Diagnosis – CCCC'. Individual clients are included in the group by selecting from the client list. As clients are added to the group, a course of treatment is commenced for each of them; in this example each course of treatment is for 'Dual Diagnosis – CCCC'. Each formal group session then updates the contacts recorded for these individual client courses of treatment.

Casual Groups: A casual group is used to report details on 'casual' groups, for example information sessions or school visits. Only the number of attendees is recorded and reported to DHS.

Chapter 8 Groups

8.1 Adding and Modifying Groups

Screen Reference: Group List (gp01)

Overview

This chapter provides information on the [Group List](#) screen.

The [FullADIS](#) user can access the [Group List](#) screen by selecting [Activities => Groups](#) from the Main Menu.

The [FullADIS](#) user can also access the screen by clicking the [Groups](#) button on the [Main Menu](#) screen.

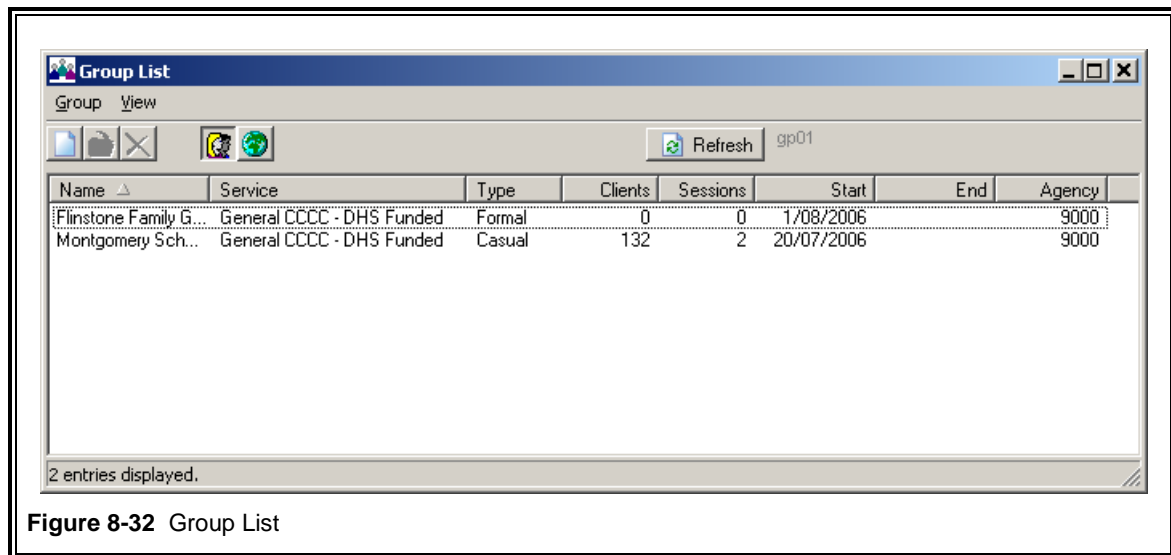


Figure 8-32 Group List

Groups

There are two different types of groups that can be recorded in FullADIS.

Formal Groups

Creating a formal group allows the FullADIS user to select clients from the [Client List](#) screen to include in the group.

For every client added to the formal group, a course of treatment is automatically created for them.

For information on recording a formal group refer to [8.2 Adding a Formal Group](#).

Casual Groups

Creating a casual group allows the FullADIS user to record details about information sessions or school visits, etc. Only the number of attendees is recorded, no names of attendees.

For information on recording a casual group refer to [8.6 Adding a Casual Group](#).

Group Functions

New



Click on the [New](#) button to open a blank version of the [Group Details](#) screen where you can enter details for a new group.

You can also select the following menu option to perform this function: Group => New Ctrl+N

Open



Click on the [Open](#) button to display an existing group record for the client you have selected in the [Client Details](#) screen.

This option will not be active until you have selected (highlighted) a group name in the [Group List](#) screen.

You can also double-click on a group in the Group List screen, or select the following menu option to perform this function: Group => Open Ctrl+O

Delete



Click on the [Delete](#) button to delete the selected group.

This option will not be active until you have selected (highlighted) a group name in the [Group List](#) screen.

A group can only be deleted if there are no clients recorded in the group.

You can also select the following menu option to perform this function: Group => Delete Ctrl+D

For more information on deleting a group refer to [8.7 Deleting a Group](#).

Local Groups



Click on the [Local Groups](#) button to display only those clients entered for your agency in the [Groups List](#) screen.

You can also select the following menu option to perform this function: View => Local Groups

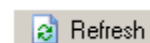
All Groups



Click on the [All Groups](#) button to display both your agency's groups and any groups that have been imported from another agency or sub-code in the [Group List](#) screen.

You can also select the following menu option to perform this function: View => All Groups

Refresh button



Click on the [Refresh](#) button after you have:

- Clicked on the [All Groups](#) button, or
- Clicked on the [Local Groups](#) button.

Exit



Click on the [Close Window](#) button to close the [Group List](#) screen and return to the [Main Menu](#).

You can also select the following menu option to perform this function: Groups => Exit Alt+F4

Sorting the group list

Name	Service	Type	Clients
Sessions	Start	End	Agency

You can sort the group list by clicking on the column labels at the top of the following columns in the [Group List](#) screen:

Name, Service, Type, Clients,
Sessions, Start, End or Agency

Alphabetical sort

Name ▲

Clicking on the column label once will sort the group list alphabetically in the selected column. When a column is alphabetically sorted, the label includes a ▲ symbol.

This is the same for columns with numerical data, in which case the information is sorted numerically.

Reverse sort

Name ▼

Clicking on the column label a second time will sort the group list in reverse alphabetical order in the selected column. When a column is sorted in reverse alphabetical order, the label includes a ▼ symbol.

This is the same for columns with numerical data, in which case the information is sorted in reverse numerical order.

8.2 Adding a Formal Group

Screen Reference: Group Details (gp02)

Overview

This section provides information on adding a Formal Group.

The FullADIS user must first select **Group** => **New** from the [Group List](#) screen.

For more information on the [Group List](#) screen refer to [8.1 Adding and Modifying Groups](#).

Formal Groups

Formal Groups

Creating a formal group allows the FullADIS user to select clients from their Client List to include in the group.

For every client added to the formal group, a course of treatment is automatically created for them. The start date of the group, becomes the start date of the treatment.

Selecting the Group information

When [New Group](#) is selected, the group [Select Service](#) screen is displayed.

This screen allows the user to select the group type, the program and service under which the group treatment is being provided.

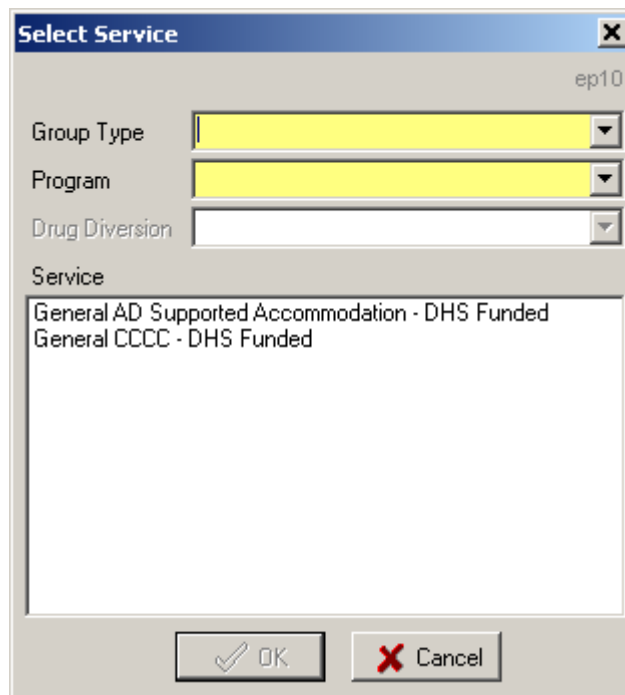


Figure 8-33 Select Service (Groups) screen

Fields

Group type

Select either [Formal](#) or [Casual](#) as the group type you wish to create, from the drop down list options.

Program

Select the program type from the drop down list options.

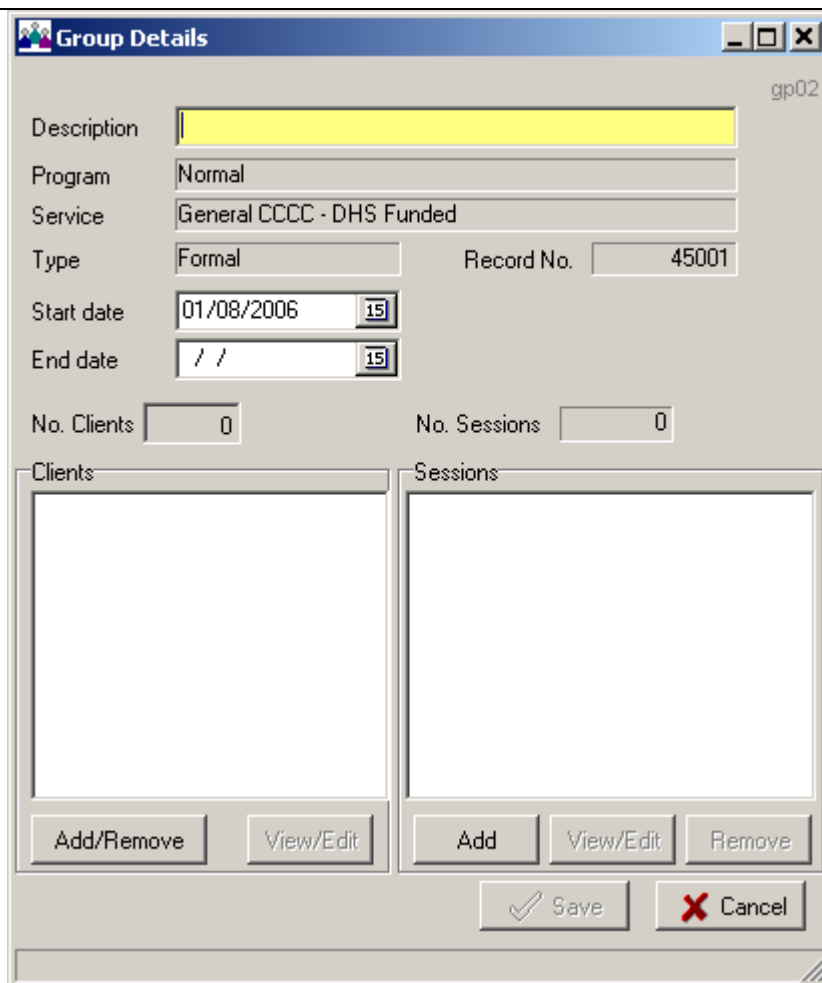
Service

Click on the service type from the Service list displayed.

NOTE



Once the above selections are made, click on the [OK](#) button and the [Group Details](#) screen is displayed.



The screenshot shows a 'Group Details' window with a title bar containing a group icon and the text 'Group Details'. The window is for group 'gp02'. It contains several input fields: 'Description' (highlighted in yellow), 'Program' (Normal), 'Service' (General CCCC - DHS Funded), 'Type' (Formal), 'Record No.' (45001), 'Start date' (01/08/2006), 'End date' (/ /), 'No. Clients' (0), and 'No. Sessions' (0). Below these are two empty list boxes labeled 'Clients' and 'Sessions'. At the bottom are buttons for 'Add/Remove', 'View/Edit', 'Add', 'View/Edit', 'Remove', 'Save', and 'Cancel'.

gp02	
Description	
Program	Normal
Service	General CCCC - DHS Funded
Type	Formal
Record No.	45001
Start date	01/08/2006
End date	/ /
No. Clients	0
No. Sessions	0
Clients	Sessions
Add/Remove	View/Edit
Add	View/Edit
Remove	
Save	Cancel

Figure 8-34 Group Details screen for a Formal Group

Fields**Description**

Enter the name of the group.

This is a free text field

This is a mandatory field.

Program

Displays the program type selected in the [Select Service](#) screen.

Service

Displays the service type selected in the [Select Service](#) screen.

Type

Displays the group type selected in the [Select Service](#) screen.

Record No.

Displays a system generated group number.

Start Date

Enter the Start Date of the group.

Type in, or select the date from the calendar option.

Defaults to "today's" date.



The start date of the group will become the start date of the course of treatment that is generated for each client that is added to the group.

End Date

Enter the End Date of the group.

Type in, or select the date from the calendar option.

NOTE



Do not enter an **End Date** until the group work is finished. If you enter it when commencing a group, you will not be able to add any clients to the group.

No. Clients

Displays the number of clients in the group.

This field will automatically update as clients are added to the group.

No. Sessions

Displays the number of sessions held for the group.

This field will automatically update as sessions are recorded.

Clients panel**Clients**

The [Clients](#) panel displays the names of the clients in the group.

Add/Remove buttonA rectangular button with a light gray background and a thin black border. The text "Add/Remove" is centered in a dark gray font.

Click on the [Add/Remove](#) button to display the [Client Group Selection](#) screen, which enables the user to add or remove clients from the group.

Refer [8.3 Adding a client to a Formal Group](#) for more information on adding or removing clients from a Formal group.

View/Edit buttonA rectangular button with a light gray background and a thin black border. The text "View/Edit" is centered in a dark gray font.

Click on the [View/Edit](#) button to display the course of treatment record that is generated for the client as a result of their group participation.

Refer [Chapter 7 Treatment](#) for more information on Treatments.

Sessions panel

Clients

The [Sessions](#) panel displays the date the session was held and the number of clients who attended.


Add button

A rectangular button with a light gray background and a thin black border. The word "Add" is centered in a black, sans-serif font.

Click on the [Add](#) to display the [Session Group Selection](#) screen, which enables the user to add session details.

Refer to [8.4 Adding a Session in a Formal Group](#) for more information on adding session details to a group to a group.

View/Edit button

A rectangular button with a light gray background and a thin black border. The text "View/Edit" is centered in a black, sans-serif font.

Highlight a session date and click on the [View/Edit](#) button to display the details of the session in the [Session Group Selection](#) screen.

Remove button

A rectangular button with a light gray background and a thin black border. The word "Remove" is centered in a black, sans-serif font.

Highlight a session date and click on the [Remove](#) button to delete the details.

Function Buttons


Save button

A rectangular button with a light gray background and a thin black border. It features a green checkmark icon on the left and the word "Save" in a black, sans-serif font on the right.

Click the [Save](#) button to save the group information recorded.

The [Group List](#) screen is redisplayed and the new group appears in this list.

Cancel button

A rectangular button with a light gray background and a thin black border. It features a red "X" icon on the left and the word "Cancel" in a black, sans-serif font on the right.

Click the [Cancel](#) button to cancel the group information recorded without saving.

The [Group List](#) screen is redisplayed.

[This page intentionally blank]

8.3 Adding a client to a Formal Group

Screen Reference: Client Group Selection (gp03)

Overview

This section provides information on adding clients to a Formal Group.

In the [Clients](#) section of the [Group Details](#) screen click the [Add/Remove](#) button to display the [Client Group Selection](#) screen.

For more information on creating a formal group refer to [8.2 Adding a Formal Group](#).

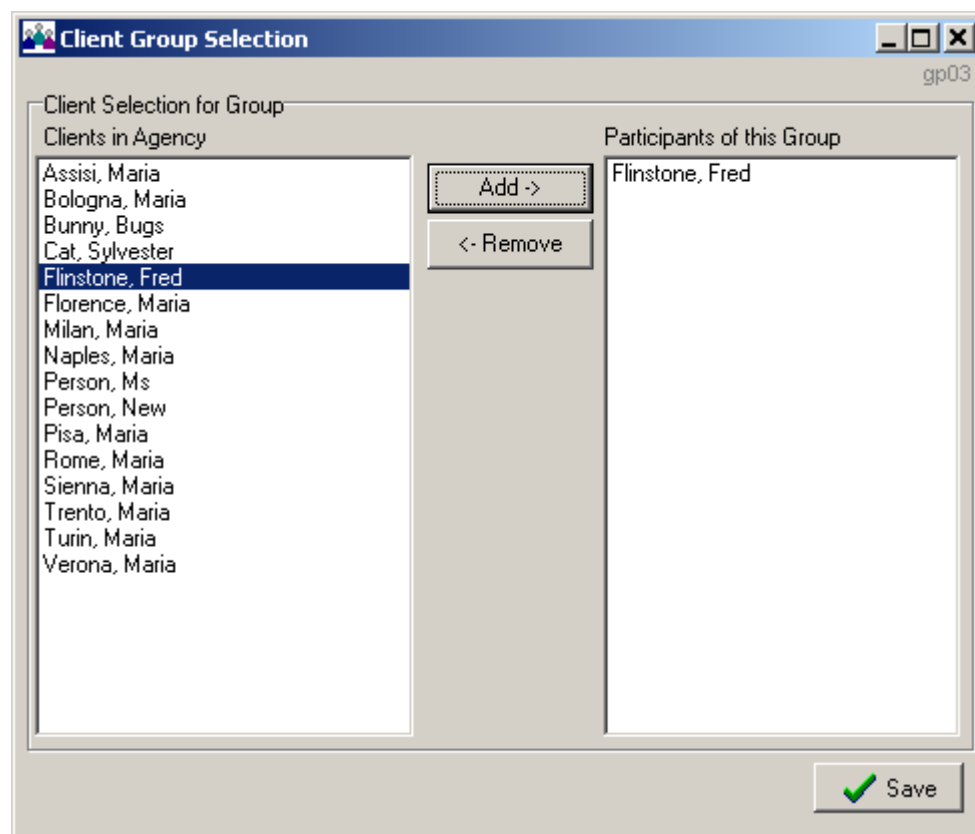


Figure 8-35 Client Group Selection screen

Clients in Agency Displays the Client List for your agency.

Participants of this Group Displays the list of clients selected to be part of the group.

Function buttons

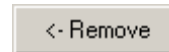
Add button



Click on a client name to highlight it.

Then click on the [Add](#) button to add the client to the group.

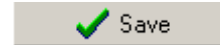
Remove button



Click on a client name in the [Participants of the Group](#) section to highlight it.

Then click on the [Remove](#) button to remove the client from the group.

Save button

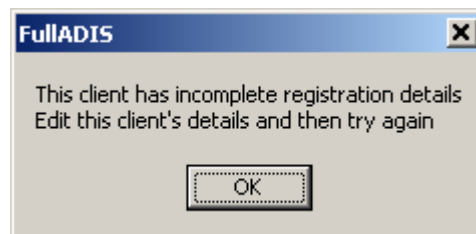


Click on the [Save](#) button to save the details of the group members.

Clients with incomplete details recorded

A client must have all mandatory fields as well as *Registration Details* fields completed (in the [Client Details](#) screen) before they can be added to a group.

The following message will be displayed if the client you select has incomplete details:



Clients with an open course of treatment

In most circumstances, a client cannot have two courses of treatment open at the same time for the same service type.

If you select a client to be part of the group, that is already receiving treatment under the same service as the group, the following message will be displayed:



Handy Hint

Formal Groups – Data Export

The creation of a formal group generates client and course of treatment data for attendees of the group.

This information is forwarded to DHS with the quarterly return. DHS receives information on all groups that remain open, as well as those terminated during the quarter reported.

8.4 Adding a Session in a Formal Group

Screen Reference: Session Group Selection (gp03)

Overview

This section provides information on recording sessions in a Formal Group.

In the [Sessions](#) section of the [Group Details](#) screen click the [Add/Remove](#) button to display the [Session Group Selection](#) screen.

For more information on creating a formal group refer to [8.2 Adding a Formal Group](#).

The screenshot shows a window titled "Session Group Selection" with a standard Windows-style title bar. The window contains several input fields and a list management interface. At the top, there's a "Group" field with the text "Flinstone Family Group" and a small "gp04" label to its right. Below this is a "Record No." field containing "35003". The "Staff" field is a dropdown menu currently showing "Administrator". To the right of the staff field is a "Duration" field with a yellow background, showing "0" and the unit "mins". Below the staff field is a "Date" field showing "01/08/2006" and a small calendar icon. To the right of the date field is a checkbox labeled "After hours?". The main area of the window is divided into two panes. The left pane is titled "Client Selection for Session" and contains a list of clients: "Flinstone, Fred", "Naples, Maria", "Person, New", "Rome, Maria", and "Sienna, Maria". To the right of this list are four buttons: "Add All ->>", "Add ->", "<- Remove", and "<<- Remove All". The right pane is titled "Participants in this Session" and is currently empty. At the bottom of the window is a "Notes" text area with a scrollbar. Below the notes area are two buttons: "Save" (with a checkmark icon) and "Cancel" (with a red X icon).

Figure 8-36 Session Group Selection screen for a Formal Group

Fields

Group

Displays the name of the group.

Record No.

Displays the group number identifier.

Staff

Defaults with the full name of the User ID who logged into FullADIS.

To change the user name, select an option from the drop down list.

Date

Type in the date or select it from the calendar option.

Field defaults with "today's" date.

Duration

Enter the duration of the session in minutes.

After hours?

This field is for use by Service Providers who are funded to provide an extended hours service.

Select the checkbox if the service contact was provided after ordinary business hours.

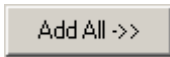
Client Selection for Session

Clients in Group

This section lists the names of the clients in this particular group.

Participants in session buttons

Add All button

A rectangular button with a light gray background and a thin border. The text "Add All ->" is centered in a dark gray font.

Click on the [Add All](#) button to move all the clients of the group into the [Participants in this Session](#) panel.

This move indicates that everyone in the group attended the session on this day.

Add button

A rectangular button with a light gray background and a thin border. The text "Add ->" is centered in a dark gray font.

Highlight a client name in the [Clients in Group](#) panel.

Click on the [Add](#) button to move the individual client into the [Participants in this Session](#) panel.


Remove button

A rectangular button with a light gray background and a thin border. The text "<- Remove" is centered in a dark gray font.

Highlight a client name in the [Participants in this Session](#) panel.

Click on the [Remove](#) button to move the client out of the participant panel and back to the [Clients in Group](#) list.

Remove All button

A rectangular button with a light gray background and a thin border. The text "<<- Remove All" is centered in a dark gray font.

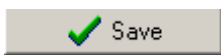
Click on the [Remove All](#) button to move all clients out of the [Participants in this Session](#) panel and back to the [Clients in Group](#) list.

Notes

This is a free text field allowing you to record notes about each session.

Function buttons

Save button

A rectangular button with a light gray background and a thin border. It features a green checkmark icon followed by the text "Save" in a dark gray font.

Click on the [Save](#) button to save the session details.

The session date and number of clients who attended will be displayed in the Session panel of the [Group Details](#) screen.

Cancel button



Click on the [Cancel](#) button to return to the [Group Details](#) screen without saving any session information.

Session attendance and the course of treatment

When a client is added to a group, a course of treatment is automatically generated. The start date of the group is also the start date of the treatment.

Each time a client attends a group session, this information is automatically recorded in the course of treatment as a Contact in the [Services/Contacts](#) screen.

Refer to [Chapter 7 Treatment](#) for more information on client treatments.

8.5 Closing a Formal Group

Screen Reference: Group Details (gp02)

Overview

This section provides information on closing a Formal Group.

The FullADIS user must first select the existing Group from the Group List screen.

The screenshot shows the 'Group Details' window with the following data:

Field	Value
Description	Flinstone Family Group
Program	Normal
Service	General CCCC - DHS Funded
Type	Formal
Record No.	35001
Start date	01/08/2006
End date	/ /
No. Clients	5
No. Sessions	2

Clients List:

- Flinstone, Fred
- Naples, Maria
- Person, New
- Rome, Maria
- Sienna, Maria

Sessions List:

- 01/08/2006
- 02/08/2006

Figure 8-37 Group Details screen

Clients and group End Date

When a client is added to a group, a course of treatment is automatically generated for the client.

This course of treatment must be completed and terminated within [FullADIS](#) for each individual member of the group before the group can be closed.

The [End date](#) field will remain inactive until the course of treatment is finalised for each client.

From the [Group Details](#) screen, clients who have a course of treatment that is still open appear in bold writing.

Clients who have finalised the course of treatment appear in normal text.

End date

Once all clients within the group have completed the course of treatment generated by the group attendance, the [End date](#) field will become active.

Type in the date the group ended, or select the date from the calendar option.

8.6 Adding a Casual Group

Screen Reference: Group Details (gp02)

Overview

This chapter provides information on adding a Casual Group.

The FullADIS user must first select [Group => New](#) from the [Group List](#) screen.

The FullADIS user can also select the [New](#) group icon from this screen.

Casual Groups

Casual Groups

Creating a casual group allows the FullADIS user to record statistics on group work such as school visits, or education sessions.

The number of clients in the group is recorded, not individual client names.

Selecting the Group information

When [New Group](#) is selected, the group [Select Service](#) screen is displayed.

This screen allows the user to select the group type, the program and service under which the group treatment is being provided.

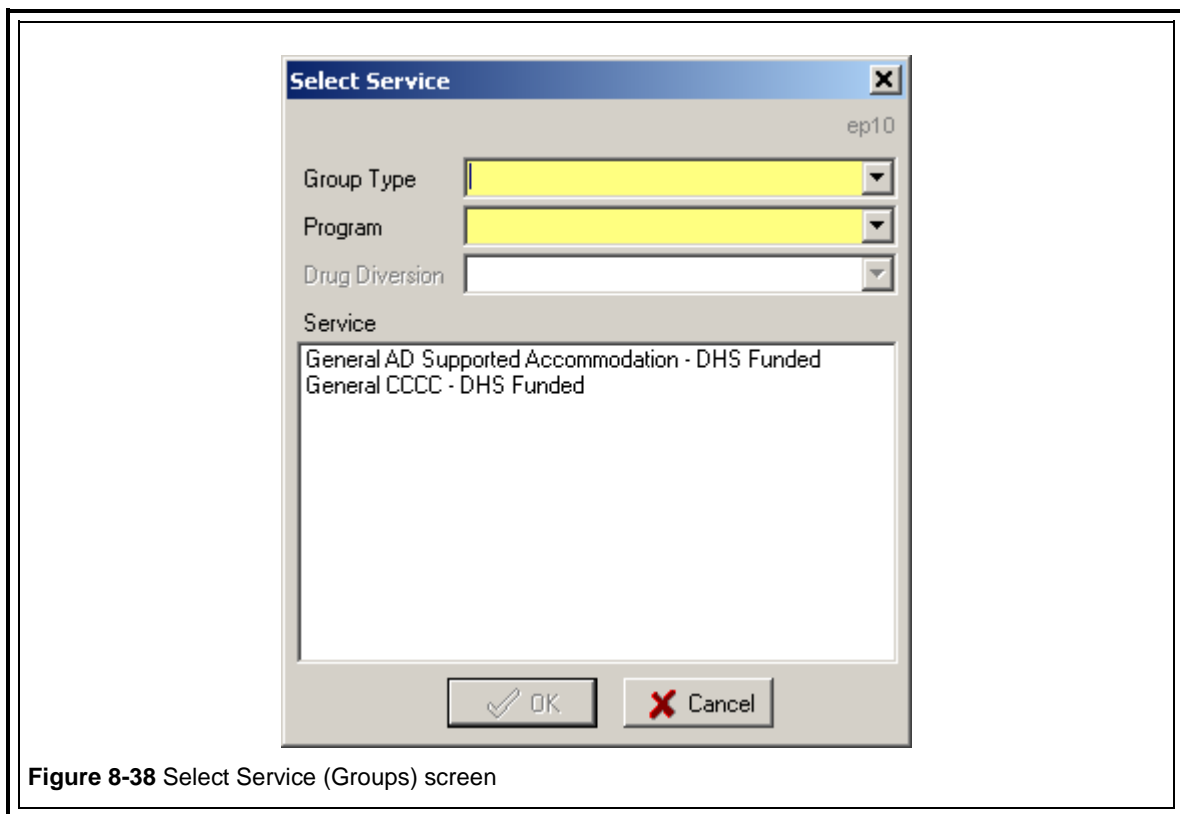


Figure 8-38 Select Service (Groups) screen

Fields

Group type

Select the group type you wish to create from the drop down list options.

Program

Select the program type from the drop down list options

Service

Click on the service type from the Service list displayed.

NOTE



Once the above selections are made, click on the [OK](#) button and the [Group Details](#) screen is displayed.

Group Details gp02

Description: [Yellow highlighted text box]

Program: Normal

Service: General CCCC - DHS Funded

Type: Casual Record No.: 36002

Start date: 01/08/2006 15

End date: / / 15

No. Clients: 0 No. Sessions: 0

Clients: [Empty list box]

Sessions: [Empty list box]

Add/Remove View/Edit Add View/Edit Remove

Save Cancel

Figure 8-39 Group Details screen for a Casual Group

Fields

Description

Enter the name of the group.

This is a free text field

This is a mandatory field.

Program

Displays the program type selected in the [Select Service](#) screen.

Service

Displays the service type selected in the [Select Service](#) screen.

Type

Displays the group type selected in the [Select Service](#) screen.

Record No.

Displays a system generated group number.

Start Date

Enter the Start Date of the group.

Type in, or select the date from the calendar option.

Defaults with "today's" date.

End Date

Enter the End Date of the group.

Type in, or select the date from the calendar option.

NOTE



Do not enter an [End Date](#) until the group work is finished. If you enter it when commencing a group, you will not be able to add any sessions to the group.

No. Clients

Enter the number of clients in the group.

No. Sessions

Displays the number of sessions held for the group.

This field will automatically update as sessions are recorded.

Clients panel

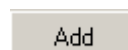
Clients

The [Clients](#) panel is disabled for Casual Groups.

Sessions panel

The [Sessions](#) panel displays the date a session was held.

Add button



Click on the [Add](#) to display the [Session Group Selection](#) screen, which enables the user to add session details.

Adding a session is explained below in [Adding a Session in a Casual Group](#).

View/Edit button



Highlight a session date and click on the [View/Edit](#) button to display the details of the session in the [Session Group Selection](#) screen.

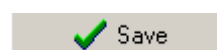
Remove button



Highlight a session date and click on the [Remove](#) button to delete the details.

Function buttons

Save button



Click on the [Save](#) button to save the group information recorded. The [FullADIS](#) user is taken back to the [Group List](#) screen and the new group appears in this list.

Cancel button

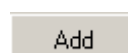


Click on the [Cancel](#) button to cancel the group information recorded without saving.

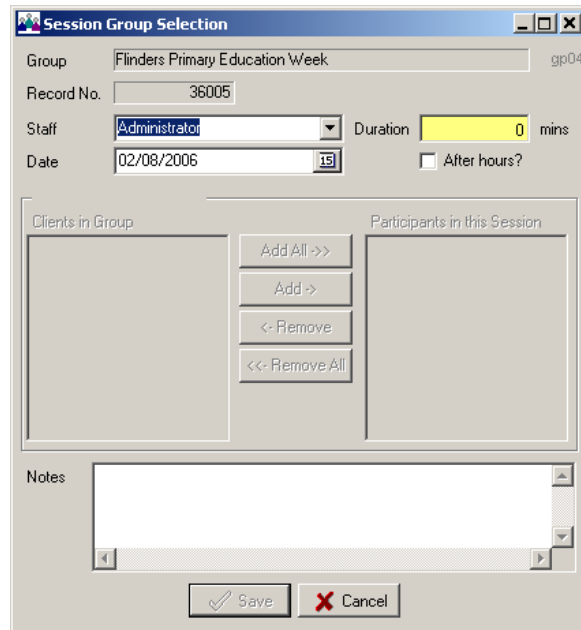
The [FullADIS](#) user is taken back to the [Group List](#) screen.

Adding a Session in a Casual Group

Add button



Click on the [Add](#) button to display the [Session Group Selection](#) screen.



The screenshot shows a 'Session Group Selection' window. At the top, there's a title bar with standard window controls. Below it, the 'Group' field contains 'Flinders Primary Education Week' and 'gp04'. The 'Record No.' field shows '36005'. The 'Staff' field is a dropdown menu with 'Administrator' selected. The 'Duration' field is a yellow box with '0' and 'mins' next to it. The 'Date' field shows '02/08/2006' with a calendar icon. There's an 'Alter hours?' checkbox which is unchecked. Below these fields are two large empty boxes labeled 'Clients in Group' and 'Participants in this Session'. Between them are four buttons: 'Add All ->>', 'Add ->', '<- Remove', and '<<- Remove All'. At the bottom is a 'Notes' text area with a scrollbar. At the very bottom are 'Save' and 'Cancel' buttons.

Figure 8-40 Session Group Selection screen for a Casual Group

Fields

Group

Displays the name of the group.

Record No.

Displays the group number identifier.

Staff

Defaults with the full name of the User ID who logged into FullADIS.

To change the user name, select an option from the drop down list.

Date

Type in the date or select it from the calendar option.

Field defaults with "today's" date.

Duration

Enter the duration of the session in minutes.

After hours?

The field is for use by Service Providers who are funded to provide an extended hours service.

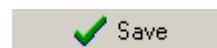
Select the checkbox if the service contact was provided after ordinary business hours.

Notes

This is a free text field allowing you to record notes about each session.

Function buttons

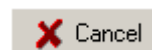
Save button



Click on the [Save](#) button to save the session details.

The session date is displayed in the [Session](#) panel of the [Group Details](#) screen.

Cancel button



Click on the [Cancel](#) button to return to the [Group Details](#) screen without saving any session information.

Handy Hint

Casual Groups – Data Export

Information recorded for casual groups is forwarded to DHS with the quarterly return.

The information reported is the number of attendees, and the number of sessions for each of these groups.

8.7 Deleting a Group

Screen Reference: Group List (gp01)

Overview

This section of the manual provides information on how to delete a group from the [Group List](#) screen.



NOTE

To delete a Group from [FullADIS](#), you must remove all clients from the Group first.

For more information on removing clients from a formal Group refer to [8.4 Adding a Session in a Formal Group](#).

Process

- In the [Group List](#) screen, click once on the group you wish to select for deletion. This will highlight the entry.
- From the [Group](#) menu, select the option [Delete](#), or click on the [Delete](#) button.

A message box will be displayed with the following text:

"Delete Group <group name>?"

- Click [Yes](#) to confirm deletion of the group.
- Click [No](#) to cancel deletion of the group.



It is recommended that a group is only deleted where there has been an error in the initial setup of the group, e.g. the incorrect service type has been selected.

As described in this chapter, adding a client to a formal group creates a course of treatment for this client. If this treatment data has been included in a data export, then you should not delete the group this client is attached to, as this will also delete their treatment record.

Handy Hint

Primary Health Services

Specialised **Local Drug Strategy Primary Health Services (LDS PHS)** have been established in Melbourne's drug 'hot spots' as part of the Victorian Government's Drug Initiative. At **Primary Health Services**, clients can access Health professionals who are familiar with the many health issues surrounding injecting drug use. These supportive health settings are thought to be more successful in linking clients to appropriate treatment options for ceasing or reducing their drug use.

Clients are reported in FullADIS as either registered visits or unregistered contacts. A registered client has their demographic details captured in the FullADIS client details screen in the same way as clients accessing A&D treatment services.

Chapter 9 PHS Registered Visits

9.1 Adding a New PHS Visit

Screen Reference: Client Details (cl02)

Overview This chapter provides information on the (Primary Health Service) PHS Visits function for registered clients.

PHS Visits page The FullADIS user can access the PHS Visits page from the Client Details screen.

For more information on recording a new client refer to Chapter 6 Clients, 6.2 Adding, Modifying clients.

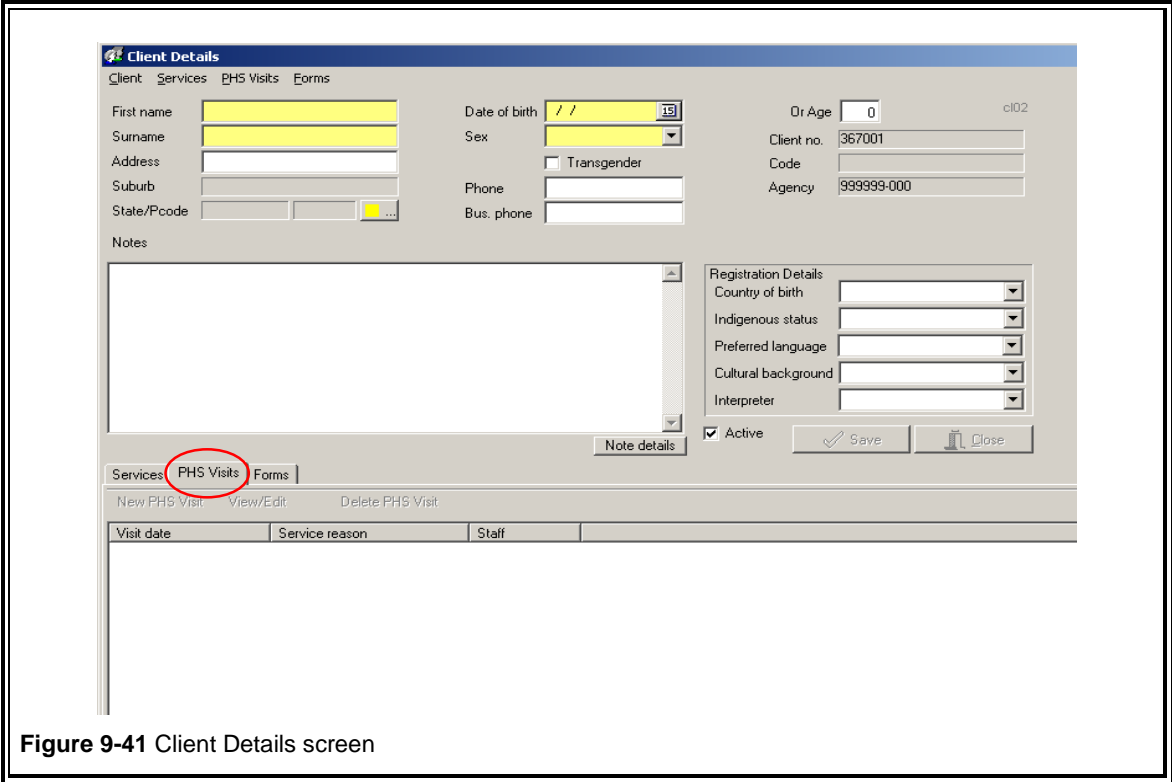
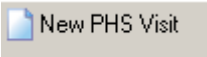


Figure 9-41 Client Details screen

New PHS Visits

New PHS Visit button



Click on the New PHS Visit button to display the LDS PHS Registered Client Visit screen.

NOTE



You cannot select a PHS Visit unless all mandatory fields on the [Client Details](#) screen are completed and all Registration Details for the client are also completed.

9.2 Recording a new PHS Visit

Screen Reference: LDS PHS Registered Client Visit (vs03)

Overview

This chapter provides information on recording a new (Local Drug Strategy – Primary Health Service) [LDS PHS Visit](#) for a registered client.

The screenshot shows a software window titled "LDS PHS Registered Client Visit" with a standard Windows interface (minimize, maximize, close buttons). The form is divided into several sections:

- Client Information:** Client (Flintstone, Fred), Record No. (368001), Staff (Administrator), Visit date/time (09/10/2006 10:16:41 AM), Indigenous status (Neither Aboriginal nor TSI origin), Country of birth (Australia), Source of Referral (yellow dropdown), and a checkbox for "Previously an unregistered client?".
- Seen by:** A list of roles with corresponding dropdown menus: Nurse, Medical Practitioner, Comm. Health Worker, Counsellor, Natural Therapist, Community Lawyer, and Mental Health Worker/Practitioner.
- Service Provided:** A section with a "Service reason" dropdown and a table of services with three columns for selection. The services listed are General Health, Sexual Health (Inc STI), Hepatitis, HIV, D & A Related Issues, Practical Support/Natural Therapies, and Counselling.
- Buttons:** "Save" (with a checkmark icon) and "Cancel" (with a red X icon) buttons at the bottom center.
- Version:** "vs03" is displayed in the bottom right corner.

Figure 9-42 LDS PHS Registered Client Visit screen

Fields**Client**

The [Client](#) field defaults with the name of the client you selected.

It cannot be modified unless the record is cancelled and a new client is selected from the [Client List](#) screen.

Record No.

This is a system generated count for each record created. It cannot be modified and is not relevant to service providers or DHS.

Staff

This field will default with the full name of the User ID logged into [FullADIS](#).

You can change this entry by selecting a new name from the drop down list.

Visit date/time

Date and time fields default with "today's date" and "the time the screen was opened".

Indigenous status

Defaults with information from the [Client Details](#) screen. This is a non-editable field.

Country of birth

Defaults with information from the [Client Details](#) screen. This is a non-editable field.



NOTE

Mandatory fields are shaded yellow, and cleared to white when valid data is entered.

Source of Referral

Select the Source of Referral from the drop down list.

Previously an unregistered client?

Select this checkbox if the client has previously accessed your services as an Unregistered Client and this is the first time they are doing so as a Registered Client.

This checkbox will only appear as active the first time you record a PHS Visit for a registered client.

Seen by

Nurse

Select the duration of the visit from the drop down list.

Medical Practitioner

Select the duration of the visit from the drop down list.

Comm. Health Worker

Select the duration of the visit from the drop down list.

Counsellor

Select the duration of the visit from the drop down list.

Natural Therapist

Select the duration of the visit from the drop down list.

Community Lawyer

Select the duration of the visit from the drop down list.

Mental Health Worker/Practitioner

Select the duration of the visit from the drop down list.

Service Provided**Service Reason**

Select the reason for the service from the drop down list.

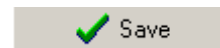
This is a mandatory field.

Service Provided Categories

- General Health
- Sexual Health (Inc STI)
- Hepatitis
- HIV
- D & A Related Issues
- Practical Support/Natural Therapies
- Counselling

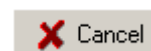
From the drop down list options, select the service that was provided against the above categories of service provision.

Up to three options may be selected in each of the categories.

Function buttons**Save button**

Click the [Save](#) button to save the record.

You will be returned to the [Client Details](#) screen and the record you entered will be displayed in the PHS Visits history.

Cancel button

Click on the [Cancel](#) button to cancel the record without saving any entries or changes.

A confirm message will be displayed asking you to confirm that you want to cancel.

Click the [Yes](#) button to close without saving your information.

You will be returned to the [Client Details](#) screen.

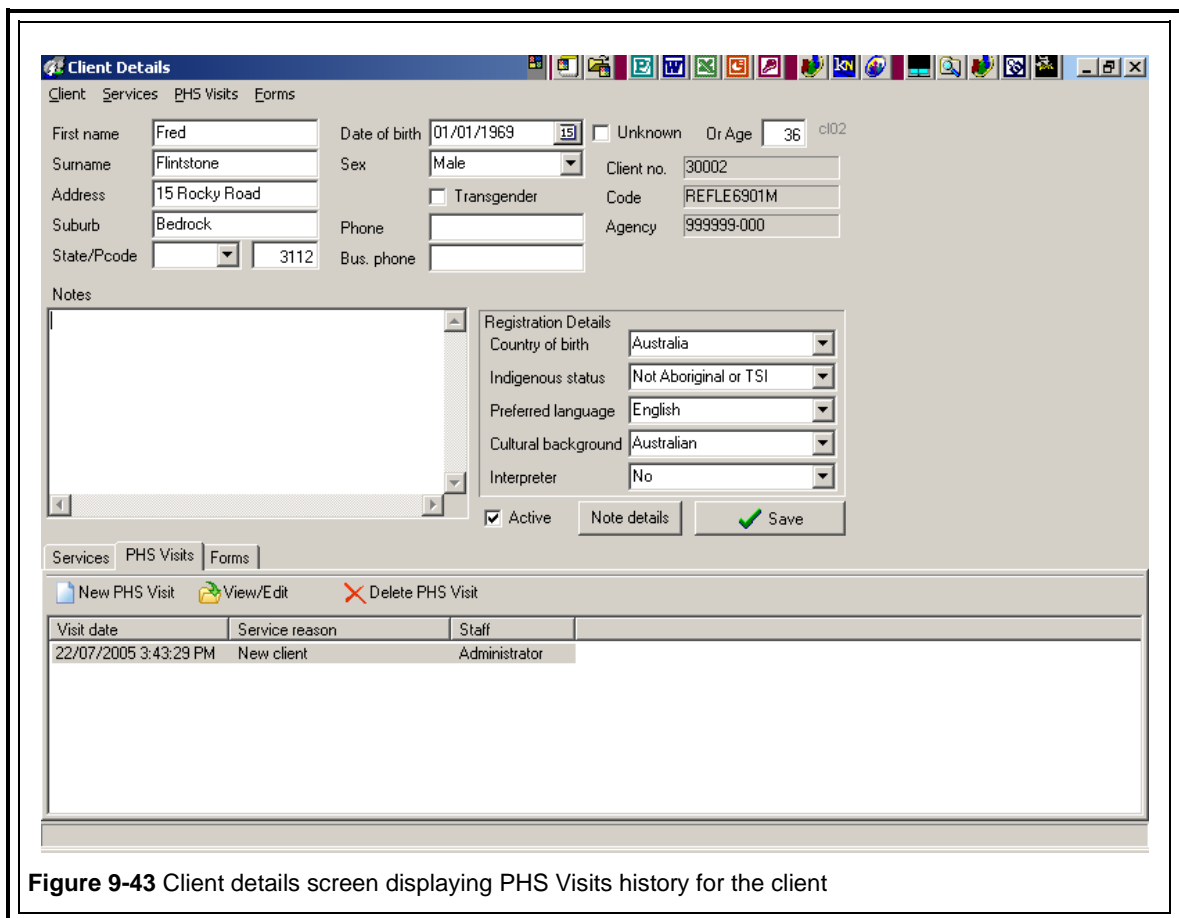


Figure 9-43 Client details screen displaying PHS Visits history for the client

How to View/Edit an existing PHS visit record

View/Edit button



In the PHS Visits history, click once on the record you wish to select so that it is highlighted "dark blue". Then click on the [View/Edit](#) button to display the record in the [LDS PHS Registered Client Visit](#) screen.

Alternatively you can double click on the record you wish to view or edit.

How to Delete an existing PHS visit record

Delete PHS Visit



In the PHS Visits history click once on the record you wish to select so that it is highlighted “dark blue”.

Click on the [Delete PHS Visit](#) button.

A message box will be displayed asking “*Delete PHS Visit* [‘Date’ ‘Time’?]”

Click the [Yes](#) button to confirm deletion, or the [No](#) button to cancel deletion.

Chapter 10 Electronic Forms

10.1 Using Electronic Forms in FullADIS

Screen Reference: Client Details (cl02)

Overview

This chapter provides information on the electronic forms that are available in [FullADIS](#).

- Service Coordination Tool Template (SCTT)
- Specialist Assessment Form
- Youth Assessment Form

The [FullADIS](#) user can access the electronic forms by selecting the [Forms](#) page on the [Client Details](#) screen.

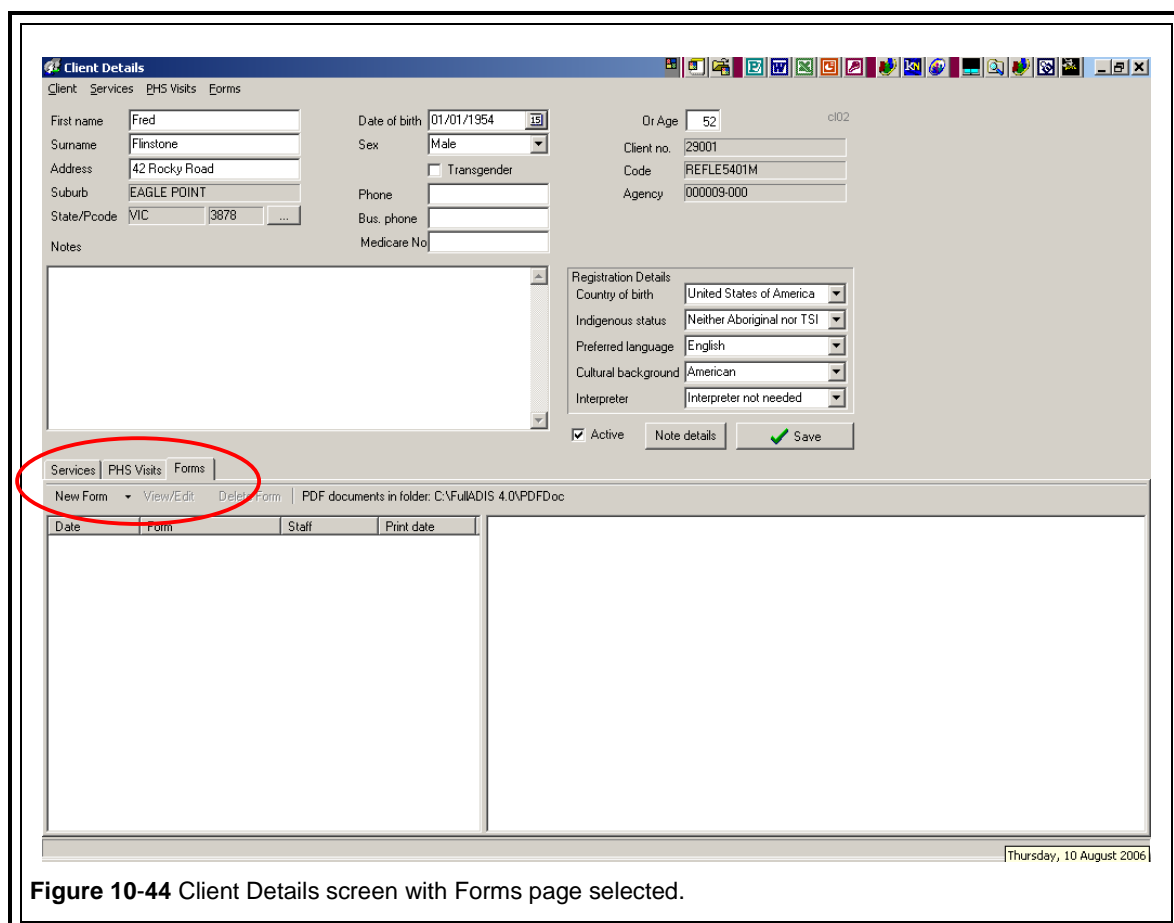


Figure 10-44 Client Details screen with Forms page selected.

NOTE



You cannot select a new form unless all mandatory fields on the [Client Details](#) screen are completed and all Registration Details for the client are also completed.

Summary

[FullADIS](#) users now have access to electronic versions of several forms, some of which are already used by agencies.

Completion of these forms is not mandatory, they have been included in the program for worker convenience.

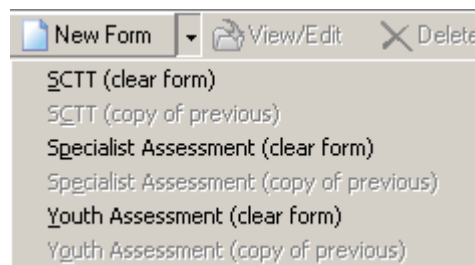
Selecting a new form.

New Form button



Once you have selected the [Forms](#) page on the [Client Details](#) screen, click on the down arrow beside the [New Form](#) option.

Then select the form you want from the list displayed:



For more information about the individual forms refer to the following chapters

- [10.2 Service Coordination Tool Template \(SCTT\)](#)
- [10.3 Specialist Assessment Form](#)
- [10.4 Youth Assessment Form.](#)

Entering information

Some information will automatically be populated in the fields from the client details you have recorded for the selected client.

Some fields will appear white and can be completed in [FullADIS](#).

Some fields will appear grey and can only be completed if the form is printed.



NOTE

Each form is stored in the record for the Client you have selected and displayed in the [Client Details](#) screen.

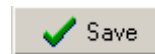
Function buttons

Print button



Click the [Print](#) button to print the entire form that is currently displayed on your screen.

Save button



Click the [Save](#) button to save the form that is currently displayed.

The document will be saved with any amendments that you have made.

The form details will appear in the [Form history](#) on the [Client Details](#) screen.

Services PHS Visits Forms			
New Form ▾ View/Edit ✕ Delete Form PDF documents in folder:			
Date	Form	Staff	Print date
8/05/2006	SCTT		

Retrieving the Saved form

View/Edit button



To view and or edit the saved form, you can either:

- Click on the form in the history to highlight it, then click the [View/Edit](#) button, or
- Double click on the form details to open the form.

Save as a PDF document

Save as PDF button



Saving your document as a PDF has two advantages, which are:

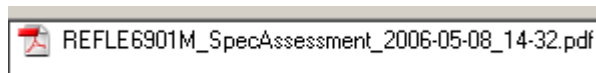
- It allows you to take a non-editable “snapshot” of the document at any give time, and
- It saves the document in a condensed size making it a more efficient document to email.

Click on the [Save as PDF](#) button to save the form as a PDF.

The [Confirm Document Lock](#) screen will be displayed. To save, click the [OK](#) button.

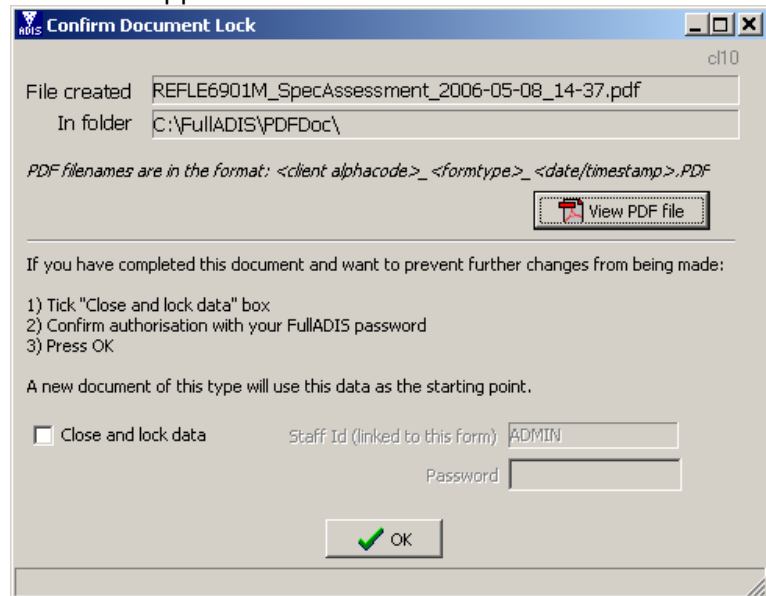
You are returned to the form you were working on. You are now unable to make any modifications to this open form.

The saved PDF form details will appear in the form history on the [Client Details](#) screen. The PDF title is made up of [client’s alphacode] – [form type] – [today’s date] – [time of save].



Confirm Document Lock screen

When you click the [Save as PDF](#) button the following screen will appear.



The image shows a Windows-style dialog box titled "Confirm Document Lock" with a standard icon in the top-left corner. The dialog has a light gray background and a blue title bar. It contains the following elements: a "File created" field with the text "REFLE6901M_SpecAssessment_2006-05-08_14-37.pdf"; an "In folder" field with the text "C:\FullADIS\PDFDoc\"; a line of text stating "PDF filenames are in the format: <client alphacode>_<formtype>_<date/timestamp>.PDF"; a "View PDF file" button with a magnifying glass icon; a list of instructions: "If you have completed this document and want to prevent further changes from being made: 1) Tick 'Close and lock data' box 2) Confirm authorisation with your FullADIS password 3) Press OK"; a line of text: "A new document of this type will use this data as the starting point."; a "Close and lock data" checkbox which is currently unchecked; a "Staff Id (linked to this form)" field with the text "ADMIN"; a "Password" field which is empty; and an "OK" button with a green checkmark icon.

File created

Displays the name that has been assigned to the saved PDF document. This is made up of the [client's alphacode] – [form type] – [today's date] – [time of save].

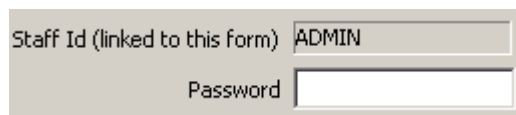
In folder

Displays the directory path where the document is saved to on your PC or network.

Locking the PDF document

Select the [Close and lock data](#) checkbox.

This will activate the [Staff Id](#) and [Password](#) fields. The [Staff Id](#) field will default with the *User ID* you used to log in to [FullADIS](#). The password you enter must correlate with this [FullADIS](#) user ID.

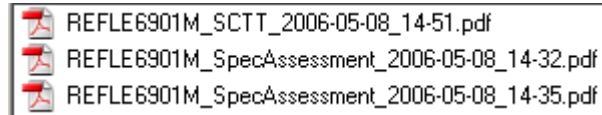


The image shows a close-up of the "Staff Id (linked to this form)" and "Password" fields from the dialog box. The "Staff Id" field contains the text "ADMIN" and the "Password" field is empty.

Click the [OK](#) button to save the document. You are returned to the form you were working on. You are now unable to make any modifications to this open form.

Viewing a PDF document

To view a PDF document, you can double mouse click on the document name displayed in the [Form](#) history on the [Client Details](#) screen.



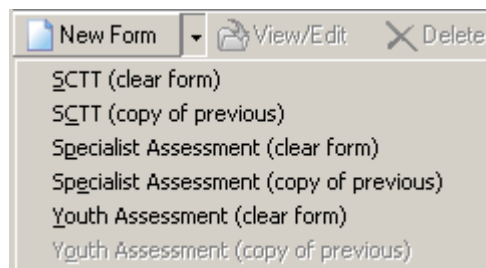
This opens the form in Adobe Acrobat. The document cannot be edited.

The other method of accessing the form is to search for it in the directory path using Microsoft Explorer. Once located, double mouse click on the document name. The document is opened in Adobe Acrobat and cannot be edited.

Retrieving a PDF document to edit

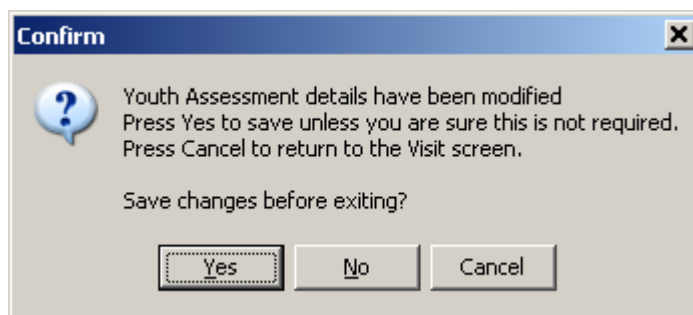
If you wish to edit a document you saved as a PDF, then click on the down arrow beside the [New Form](#) button. Then select the form type you want with "(copy of previous)" beside it.

This will open up the last "snapshot" of the document, which can then be modified as required.



Cancel the selected form

Click the [Cancel](#) button, to cancel out of the form without saving any changes. The [Confirm](#) cancel window will be displayed.



Online Help

Click the [Help](#) button to access the online Help available for the various forms.

Handy Hint

Electronic Forms SCTT, Specialist Assessment, Youth Assessment

Electronic forms cannot be generated for a client until all mandatory client details, such as date of birth and preferred language, have been completed.

Electronic form options will appear grey until these details are complete.

10.2 Service Coordination Tool Template (SCTT)

Screen Reference: SCTT (several pages)

Overview

This chapter provides information on the Service Coordination Tool Template (SCTT).

The [FullADIS](#) user can access the SCTT form by selecting the [Forms](#) page on the [Client Details](#) screen, then selecting the [New Form](#) button, then [SCTT \(clear form\)](#).

Client Flintstone, Fred **Document locked by** on
Ref No. 369009 **Created date** 9/10/2006

Consumer Information Page 1 | **Summary & Referral Page 1** | **Summary & Referral Page 2** | **Consumer Consent**

Consumer Information

Collects common demographic and other essential consumer information that can be shared with another agency.

Consumer Details

Family Name: Flintstone
Given Names: Fred
Date of Birth: 01/01/1969
Is the Date of birth estimated? Not estimated Code: 2
Preferred Name/s:
Sex: Male Code: 1 **Title:**
Contact Address (for correspondence, home visits etc)
15 Rocky Road
ABERFELDY VIC 3825

Who the Agency Can Contact if Needed

(e.g. carer, parent, case manager, next of kin, guardian, friend, emergency contact)

Person 1 Name:
Contact Address:
Phone Numbers:
Home: (03)
Work: (03)

NOTE



Completion of this form is not mandatory, it has simply been included for worker convenience.

Summary

The [Service Coordination Tool Template \(SCTT\)](#) supports local service coordination practice, and has been included for the purpose of generating referrals to other service providers.

It enables agencies to print out a referral with most of the relevant information, therefore reducing the time spent on generating manual referrals.

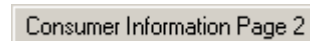
Screen navigation

Previous/Next buttons



The [SCTT form](#) covers several pages of information, and these are accessible by using the [Prev](#) and [Next](#) buttons appearing at the bottom of the screen.

Page buttons



You can also select the actual page you wish to navigate to from the page buttons (*see the example above*), displayed at the top of the form.

Other function buttons

For more information on the other function buttons on the various forms, see Chapter [10.1 Using Electronic Forms in FullADIS](#).

10.3 Specialist Assessment Form

Screen Reference: Specialist Assessment (several pages)

Overview

This chapter provides information on the Specialist Assessment Form.

The FullADIS user can access this form by selecting the [Forms](#) page on the [Client Details](#) screen, then selecting [New Form](#), then [Specialist Assessment \(clear form\)](#).

ADIS Specialist Assessment

Client: Document locked by: on:
Ref No.: Created date:

[Index](#) [Consumer Information Page 1](#) [Consumer Information Page 2](#) [1.1 Intake Assessment](#) [1.2 Case Summary](#) [2.1 Substance Use](#)

sa00

Victorian Alcohol & Drug Services

SPECIALIST ASSESSMENT FORM

This form is designed to assess the alcohol and/or drug user.

It is anticipated that Module 1 will be completed by all service types at the time of first assessment.

The various components that make up Module 2 are to be completed in any order and in any depth at a time and pace appropriate to meet both client and clinician needs. In other words, there is no obligation to administer the total form at one sitting, the manner in which it is completed being dependent on clinical judgement.

Select [Next] to step through each page, or the buttons along the top or right to jump to a section.

- Consumer Information
- 1.1 Intake Assessment
- 1.2 Case Summary
- 2.1 Substance Use
- 2.2 Psychosocial History
- 2.3 Legal History
- 2.4 Medical History
- 2.5 Clinical Examination
- 2.6 Psychiatric History
- Summary & Referral
- Consumer Consent

[Prev](#) [Next](#) [Index](#) [Print](#) [Save as PDF](#) [Help](#) [Save](#) [Cancel](#)

Figure 10-46 Specialist Assessment Form – Index Page



NOTE

Completion of this form is not mandatory, it has simply been included for worker convenience.

Summary

The [Specialist Assessment Form](#) has been designed primarily as an assessment tool to be used by Alcohol & Drug Treatment clinicians.

This form is not an information collection instrument for administrative or service monitoring purposes.

Screen navigation**Previous/Next buttons**

The [Specialist Assessment form](#) covers several pages of information, and these are accessible by using the [Prev](#) and [Next](#) buttons appearing at the bottom of the screen.

Page buttons

You can also select the actual page you wish to navigate to from the page buttons (*see the example above*), displayed at the top of the form.

Other function buttons

For more information on the other function buttons on the various forms, see Chapter [10.1 Using Electronic Forms in FullADIS](#).

10.4 Youth Assessment Form

Screen Reference: Youth Assessment (several pages)

Overview

This chapter provides information on the [Youth Assessment Form](#).

The [FullADIS](#) user can access this form by selecting the [Forms](#) page on the [Client Details](#) screen, then selecting [New Form](#) then [Youth Assessment \(clear form\)](#).

Figure 10-47 Youth Assessment Form – Index Page

NOTE



Completion of this form is not mandatory, it has simply been included for worker convenience.

Summary

The [Youth Assessment Form](#) has been designed primarily as an assessment tool to be used by Alcohol & Drug Treatment clinicians.

This form is not an information collection instrument for administrative or service monitoring purposes.

Screen navigation**Previous/Next buttons**

The [Youth Assessment form](#) covers several pages of information, and these are accessible by using the [Prev](#) and [Next](#) buttons appearing at the bottom of the screen.

Page buttons

You can also select the actual page you wish to navigate to from the page buttons (*see the example above*), displayed at the top of the form.

Other function buttons

For more information on the other function buttons on the various forms, see Chapter [10.1 Using Electronic Forms in FullADIS](#).

Chapter 11 Unregistered Client Contacts

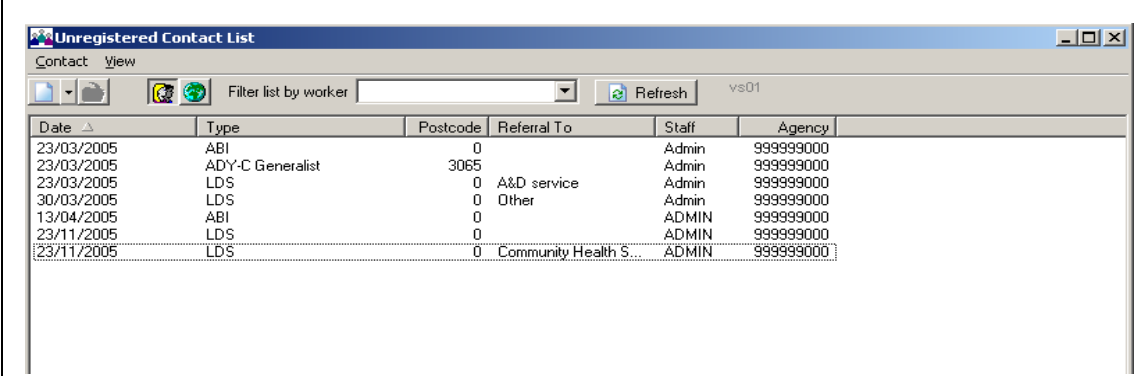
11.1 Adding and Modifying Unregistered Contacts

Screen Reference: Unregistered Contact List (vs01)

Overview

This chapter provides information on the [Unregistered Contact List](#) screen.

The [FullADIS](#) user can access the [Unregistered Contact List](#) screen by selecting [Activities => Unregistered Contacts](#) from the [Main Menu](#). The [FullADIS](#) user can also access the screen by clicking the [Unreg Contacts](#) button on the [Main Menu](#).



The screenshot shows a web application window titled "Unregistered Contact List". It has a menu bar with "Contact" and "View". Below the menu bar is a toolbar with a "Filter list by worker" dropdown, a "Refresh" button, and the text "vs01". The main area contains a table with the following data:

Date	Type	Postcode	Referral To	Staff	Agency
23/03/2005	ABI	0		Admin	999999000
23/03/2005	ADY-C Generalist	3065		Admin	999999000
23/03/2005	LDS	0	A&D service	Admin	999999000
30/03/2005	LDS	0	Other	Admin	999999000
13/04/2005	ABI	0		ADMIN	999999000
23/11/2005	LDS	0		ADMIN	999999000
23/11/2005	LDS	0	Community Health S...	ADMIN	999999000

Figure 11-48 Unregistered Contact List

Several different program areas use [FullADIS](#) to record their unregistered client contacts. These program areas include workers from the following areas:

- LDS (Local Drug Strategy) Primary Health Services
- ABI (Acquired Brain Injury)
- Dual Diagnosis
- ADY-C (Alcohol and Drug Youth Consultants)

NOTE

Each time a New Contact is selected, you must also select the worker type from the list displayed.

Contact Functions**New**

Click on the [New](#) button to select a worker type and create a new contact record. You can select from the following unregistered contact types:

- ABI
- ADY-C Generalist
- ADY-C Secure Welfare
- Dual Diagnosis Adult
- Dual Diagnosis Youth
- LDS

The [Unregistered Contact Details](#) screen will be displayed

You can also select the following menu option to perform this function: Contact => New Ctrl+N

Open

Click on the [Open](#) button to display an existing contact record in the [Unregistered Contact Details](#) screen.

This option will not be active until you have selected (highlighted) a contact in the [Unregistered Contact List](#) screen.

You can also double-click on an unregistered contact in the Unregistered Contact List screen, or select the following menu option to perform this function: Contact => Open Ctrl+O

Local Contacts



Click on the [Local Contacts](#) button to display only those contacts entered for your agency in the [Unregistered Contact List](#) screen.

You can also select the following menu option to perform this function: View => Local Contacts

All Contacts



Click on the [All Contacts](#) button to display both your agency's contacts and any contacts that have been imported from another agency or sub-code in the [Unregistered Contact List](#) screen.

You can also select the following menu option to perform this function: View => All Contacts

Exit



Click on the [Close Window](#) button to close the [Unregistered Contact List](#) screen and return to the [Main Menu](#).

You can also select the following menu option to perform this function: Contact => Exit Alt+F4

Additional functions

Filter list by worker

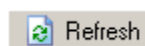
A screenshot of a web application interface showing a dropdown menu. The text 'Filter list by worker' is displayed on the left, and a dropdown arrow is on the right. The dropdown menu is currently open, showing a list of worker types.

Select a worker type from the drop down list.

Click the [Refresh](#) button to display records for this worker type only.

Clear the field and click the [Refresh](#) button to display records for all worker types.

Refresh button



Click on the [Refresh](#) button after you have selected worker type by which to filter your display list.

Sorting the contact list



You can sort the contact list by clicking on the column labels at the top of the following columns in the [Unregistered Contact List](#) screen:

[Date](#), [Type](#), [Postcode](#),
[Referral To](#), [Staff](#) or [Agency](#)

Alphabetical sort



Clicking on the column label once will sort the contact list alphabetically in the selected column. When a column is alphabetically sorted, the label includes a ▲ symbol.

This is the same for columns with numerical data, in which case the information is sorted numerically.

Reverse sort



Clicking on the column label a second time will sort the contact list in reverse alphabetical order in the selected column. When a column is sorted in reverse alphabetical order, the label includes a ▼ symbol.

This is the same for columns with numerical data, in which case the information is sorted in reverse numerical order.

11.2 Adding and Modifying ABI Contacts

Screen Reference: Unregistered Contact Details (vs02)

Overview

This section provides information on the [Unregistered Contact Details](#) screen for *ABI (Acquired Brain Injury)* worker type.

The FullADIS user can access the [Unregistered Contact Details](#) screen by selecting [New Contact => ABI](#) from [Unregistered Contact List](#) screen.

The screenshot shows a software window titled "Unregistered Contact Details" with a version identifier "vs02" in the top right corner. The form is divided into several sections for data entry:

- Top Section:** Contains fields for "Type of Worker" (set to "ABI"), "Record No." (369001), "Staff" (a dropdown menu showing "Administrator"), "Visit date" (09/10/2006 with a calendar icon), "Time" (a dropdown menu), "Postcode where service provided" (0000), "Contact Venue" (a dropdown menu), "Contact Method" (a yellow dropdown menu), and "Contact Duration" (a yellow dropdown menu).
- Service Recipient Section:** A large text area for the recipient's name, with a "Select..." button below it.
- Service Provided Section:** A large text area for the service provided, with a "Select..." button below it.
- Bottom Section:** Contains three buttons: "Repeat Entry", "Save" (with a green checkmark icon), and "Cancel" (with a red X icon).

Figure 11-49 Unregistered Contact Details – ABI



NOTE

The [Unregistered Contact Details](#) screen is used for all unregistered contacts, ie. ABI, ADY-C, Dual Diagnosis and LDS.

Only the fields relevant to the worker type selected will be active.

Fields

Type of Worker

This field defaults with the worker type selected in the [Unregistered Contacts List](#) screen.

This field cannot be amended.

Record No.

The record number is automatically generated by [FullADIS](#) and cannot be amended.

Staff

Defaults with the full name of the User ID who logged into [FullADIS](#).

To change the user name, select an option from the drop down list.

Visit Date

Type in the date or select it from the calendar option.

Field defaults with "today's" date.

NOTE



Mandatory fields are shaded yellow, and cleared to white when valid data is entered.

Contact Method

Select the contact method from the drop down list.

This field is mandatory.

Contact Duration

Select the duration of the contact from the drop down list.

This field is mandatory.

Service Recipient



Click on the [Select ...](#) button to display a list of options in the [Service Recipient Code Selection](#) screen.

Up to 3 options can be selected by clicking on the checkbox next to the recipient description.


Service Provided



Click on the [Select ...](#) button to display a list of options in the [Service Provided Code Selection](#) screen. Up to 3 options can be selected by clicking on the checkbox next to the service description.

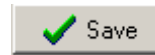
Function buttons

Repeat Entry button



Click on the [Repeat Entry](#) button to save the Contact Details you have entered, and create a new record that defaults with the field entries of the previously entered contact.

Amend any fields that are not applicable to the new record.

Save button

Click on the [Save](#) button to save the contact details you have entered.

When you click the [Save](#) button, you will be returned to the [Unregistered Contact List](#) screen.

This button will not be active until all mandatory fields are completed.

Cancel button

Click the [Cancel](#) button to cancel the record you are entering.

You will be returned to the [Unregistered Contact List](#) screen.

If you have started entering information in some fields, the program will display a window asking you to confirm the cancellation.

Modifying an existing ABI Contact record

Select the record from the [Unregistered Contact List](#) screen by:

- Clicking on the record to highlight it, then select [Contact => Open](#) from the menu options.
- Clicking on the record to highlight it, then clicking on the [Open](#) icon.
- Double clicking on the record you wish to edit.

The selected record will be displayed in the [Unregistered Contact Details](#) screen.

Amend the relevant fields, then click the [Save](#) button to save your changes.

11.3 Adding and Modifying ADY-C Contacts

Screen Reference: Unregistered Contact Details (vs02)

Overview

This section provides information on the [Unregistered Contact Details](#) screen for ADY-C (Alcohol and Drug Youth Consultants) Generalist and Secure Welfare.

The FullADIS user can access the [Unregistered Contact Details](#) screen by selecting:

- New Contact => ADY-C Generalist, or
- New Contact => ADY-C Secure Welfare

from the [Unregistered Contact List](#) screen.

The screenshot shows the 'Unregistered Contact Details' window with the following fields and controls:

- Type of Worker:** ADY-C Generalist
- Record No.:** 369002
- Staff:** Administrator (dropdown menu)
- Visit date:** 09/10/2006 (calendar icon)
- Time:** (empty dropdown menu)
- Postcode where service provided:** 0000
- Contact Venue:** (empty dropdown menu)
- Contact Method:** (empty dropdown menu)
- Contact Duration:** (empty dropdown menu)
- Service Recipient:** (empty text box with 'Select...' button)
- Service Provided:** (empty text box with 'Select...' button)
- Buttons:** Repeat Entry, Save (with checkmark icon), Cancel (with red X icon)

Figure 11-50 Unregistered Contact Details – ADY-C Generalist



NOTE

The [Unregistered Contact Details](#) screen is used for all unregistered contacts, ie. ABI, ADY-C, Dual Diagnosis and LDS.

Only the fields relevant to the worker type selected will be active.

Fields**Type of Worker**

This field defaults with the worker type selected in the [Unregistered Contacts List](#) screen.

This field cannot be amended.

Record No.

The record number is automatically generated by [FullADIS](#) and cannot be amended.

Staff

Defaults with the full name of the User ID who logged into [FullADIS](#).

To change the user name, select an option from the drop down list.

Visit Date

Type in the date or select it from the calendar option.

Field defaults with "today's" date.

NOTE

Mandatory fields are shaded yellow, and cleared to white when valid data is entered.

Postcode where service provided

Type in the postcode where the service was provided.

This field is mandatory.

Contact Method

Select the contact method from the drop down list.

This field is mandatory.

Contact Duration

Select the duration of the contact from the drop down list.

This field is mandatory.

Service Recipient



Click on the [Select ...](#) button to display a list of options in the [Service Recipient Code Selection](#) screen.

Up to 3 options can be selected by clicking on the checkbox next to the recipient description.

Service Provided



Click on the [Select ...](#) button to display a list of options in the [Service Provided Code Selection](#) screen.

Up to 3 options can be selected by clicking on the checkbox next to the service description.

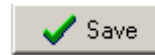
Function buttons

Repeat Entry button



Click on the [Repeat Entry](#) button to save the Contact Details you have entered, and create a new record that defaults with the field entries of the previously entered contact.

Amend any fields that are not applicable to the new record.

Save button

Click on the [Save](#) button to save the contact details you have entered.

When you click the [Save](#) button, you will be returned to the [Unregistered Contact List](#) screen.

This button will not be active until all mandatory fields are completed.

Cancel button

Click the [Cancel](#) button to cancel the record you are entering.

You will be returned to the [Unregistered Contact List](#) screen.

If you have started entering information in some fields, the program will display a window asking you to confirm the cancellation.

Modifying an existing ADY-C Contact record

Select the record from the [Unregistered Contact List](#) screen by:

- Clicking on the record to highlight it, then select [Contact](#) => [Open](#) from the menu options.
- Clicking on the record to highlight it, then clicking on the [Open](#) icon.
- Double clicking on the record you wish to edit.

The selected record will be displayed in the [Unregistered Contact Details](#) screen.

Amend the relevant fields, then click the [Save](#) button to save your changes.

11.4 Adding and Modifying Dual Diagnosis Contacts

Screen Reference: Unregistered Contact Details (vs02)

Overview

This section provides information on the [Unregistered Contact Details](#) screen for Dual Diagnosis Adult and Youth.

The FullADIS user can access the [Unregistered Contact Details](#) screen by selecting:

- New Contact => Dual Diagnosis Adult, or
- New Contact => Dual Diagnosis Youth

from the [Unregistered Contact List](#) screen.

The screenshot shows a software window titled "Unregistered Contact Details" with a standard Windows interface (minimize, maximize, close buttons). The window contains a form with the following elements:

- Type of Worker:** A text box containing "Dual Diagnosis Adult".
- Record No.:** A text box containing "369003".
- Staff:** A dropdown menu with "Administrator" selected.
- Visit date:** A date picker showing "09/10/2006".
- Time:** A dropdown menu.
- Postcode where service provided:** A text box containing "0000".
- Contact Venue:** A dropdown menu.
- Contact Method:** A dropdown menu.
- Contact Duration:** A dropdown menu.
- Service Recipient:** A large text area with a "Select..." button below it.
- Service Provided:** A large text area with a "Select..." button below it.
- Buttons:** At the bottom right, there are three buttons: "Repeat Entry", "Save" (with a checkmark icon), and "Cancel" (with a red X icon).

The text "vs02" is visible in the top right corner of the window.

Figure 11-51 Unregistered Contact Details – Dual Diagnosis Adult



NOTE

The [Unregistered Contact Details](#) screen is used for all unregistered contacts, ie. ABI, ADY-C, Dual Diagnosis and LDS.

Only the fields relevant to the worker type selected will be active.

Fields**Type of Worker**

This field defaults with the worker type selected in the [Unregistered Contacts List](#) screen.

This field cannot be amended.

Record No.

The record number is automatically generated by [FullADIS](#) and cannot be amended.

Staff

Defaults with the full name of the User ID who logged into [FullADIS](#).

To change the user name, select an option from the drop down list.

Visit Date

Type in the date or select it from the calendar option.

Field defaults with "today's" date.



NOTE

Mandatory fields are shaded yellow, and cleared to white when valid data is entered.

Contact Venue

Select the contact venue from the drop down list.

This field is mandatory.

Contact Method

Select the contact method from the drop down list.

This field is mandatory.

Contact Duration

Select the duration of the contact from the drop down list.

This field is mandatory.

Service Recipient



Click on the [Select ...](#) button to display a list of options in the [Service Recipient Code Selection](#) screen.

Up to 3 options can be selected by clicking on the checkbox next to the recipient description.

Service Provided



Click on the [Select ...](#) button to display a list of options in the [Service Provided Code Selection](#) screen.

Up to 3 options can be selected by clicking on the checkbox next to the service description.

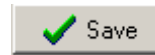
Function buttons

Repeat Entry button



Click on the [Repeat Entry](#) button to save the Contact Details you have entered, and create a new record that defaults with the field entries of the previously entered contact.

Amend any fields that are not applicable to the new record.

Save button

Click on the [Save](#) button to save the contact details you have entered.

When you click the [Save](#) button, you will be returned to the [Unregistered Contact List](#) screen.

This button will not be active until all mandatory fields are completed.

Cancel button

Click the [Cancel](#) button to cancel the record you are entering.

You will be returned to the [Unregistered Contact List](#) screen.

If you have started entering information in some fields, the program will display a window asking you to confirm the cancellation.

Modifying an existing Dual Diagnosis Contact record

Select the record from the [Unregistered Contact List](#) screen by:

- Clicking on the record to highlight it, then select [Contact => Open](#) from the menu options.
- Clicking on the record to highlight it, then clicking on the [Open](#) icon.
- Double clicking on the record you wish to edit.

The selected record will be displayed in the [Unregistered Contact Details](#) screen.

Amend the relevant fields, then click the [Save](#) button to save your changes.

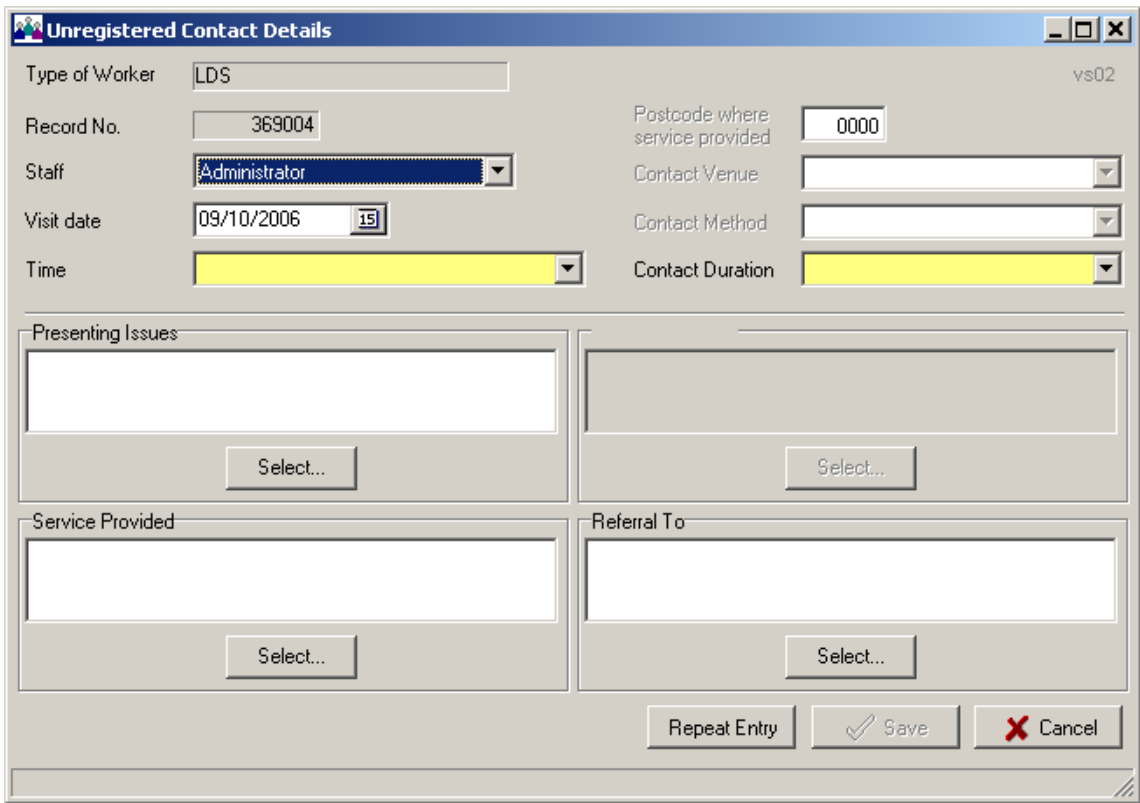
11.5 Adding and Modifying LDS Contacts

Screen Reference: Unregistered Contact Details (vs02)

Overview

This section provides information on the [Unregistered Contact Details](#) screen for LDS (*Local Drug Strategy*) worker type.

The FullADIS user can access the [Unregistered Contact Details](#) screen by selecting [New Contact => LDS](#) from [Unregistered Contact List](#) screen.



The screenshot shows a software window titled "Unregistered Contact Details" with a version identifier "vs02" in the top right corner. The form is divided into several sections for data entry:

- Top Section:** Contains fields for "Type of Worker" (set to "LDS"), "Record No." (369004), "Staff" (a dropdown menu showing "Administrator"), "Visit date" (09/10/2006 with a calendar icon), "Time" (a yellow dropdown menu), "Postcode where service provided" (0000), "Contact Venue" (a dropdown menu), "Contact Method" (a dropdown menu), and "Contact Duration" (a yellow dropdown menu).
- Presenting Issues:** A large text area with a "Select..." button below it.
- Service Provided:** A large text area with a "Select..." button below it.
- Referral To:** A large text area with a "Select..." button below it.
- Bottom Section:** Contains three buttons: "Repeat Entry", "Save" (with a checkmark icon), and "Cancel" (with a red X icon).

Figure 11-52 Unregistered Contact Details - LDS



NOTE

The [Unregistered Contact Details](#) screen is used for all unregistered contacts, ie. ABI, ADY-C, Dual Diagnosis and LDS.

Only the fields relevant to the worker type selected will be active.

Fields**Type of Worker**

This field defaults with the worker type selected in the [Unregistered Contacts List](#) screen.

This field cannot be amended.

Record No.

The record number is automatically generated by [FullADIS](#) and cannot be amended.

Staff

Defaults with the full name of the User ID who logged into [FullADIS](#).

To change the user name, select an option from the drop down list.

Visit Date

Type in the date or select it from the calendar option.

Field defaults with "today's" date.

NOTE

Mandatory fields are shaded yellow, and cleared to white when valid data is entered.

Time

Select the time of the visit from the drop down list.

This field is mandatory.

Contact Duration

Select the duration of the contact from the drop down list.

This field is mandatory.

Presenting Issues



Click on the [Select ...](#) button to display a list of options in the [Presenting Issue Code Selection](#) screen.

Up to 3 options can be selected by clicking on the checkbox next to the issue description.

Service Provided



Click on the [Select ...](#) button to display a list of options in the [Service Provided Code Selection](#) screen.

Up to 3 options can be selected by clicking on the checkbox next to the service description.

Referral To




Click on the [Select ...](#) button to display a list of options in the [Referral To Code Selection](#) screen.

Up to 3 options can be selected by clicking on the checkbox next to the referral description.

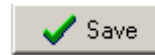
Function buttons

Repeat Entry button



Click on the [Repeat Entry](#) button to save the Contact Details you have entered, and create a new record that defaults with the field entries of the previously entered contact.

Amend any fields that are not applicable to the new record.

Save button

Click on the [Save](#) button to save the contact details you have entered.

When you click the [Save](#) button, you will be returned to the [Unregistered Contact List](#) screen.

This button will not be active until all mandatory fields are completed.

Cancel button

Click the [Cancel](#) button to cancel the record you are entering.

You will be returned to the [Unregistered Contact List](#) screen.

If you have started entering information in some fields, the program will display a window asking you to confirm the cancellation.

Modifying an existing LDS Contact record

Select the record from the Unregistered Contact List by:

- Clicking on the record to highlight it, then select [Contact => Open](#) from the menu options, or
- Clicking on the record to highlight it, then clicking on the [Open](#) icon, or.
- Double clicking on the record you wish to edit.

The selected record will be displayed in the [Unregistered Contact Details](#) screen.

Amend the relevant fields, then click the [Save](#) button to save your changes.

Chapter 12 Service Reports

12.1 Service Reports

Screen Reference: Service Report (rp01)

Overview

This section provides information on the [Service Report](#) screen.

The [FullADIS](#) user can access the [Service Report](#) screen by selecting [Report => Services](#), from the [Main Menu](#) screen.

The screen is separated into three sections. The top section is used to filter or define the data to be shown, the bottom section displays the results of the filter and the buttons to the right of screen take you to the actual Reports.

The screenshot shows the 'Service Report' window (rp01) with a 'Report' tab selected. The interface includes several filter sections: 'Agency' with a dropdown set to '999999-000' and a 'Course' dropdown; 'Client' with 'Name', 'Sex', and 'Date of birth' (range) fields; and 'Service' with a grid of dropdowns including 'Status', 'Program', 'Service type', 'Target', 'Source of funding', 'Staff', 'Start', 'Termination', 'Screening', 'Region', 'STGA category', and 'Specific STGA'. There are checkboxes for 'Include Screenings', 'Auto refresh', and 'Limit list to 100 entries'. On the right, buttons include 'Refresh list', 'Refresh needed!', 'Clear', 'Client Stats', 'Service...', 'Contact...', 'Mail Extract...', and 'Close'. At the bottom, a table with columns 'Client', 'Service No.', 'Start', 'Terminated', 'Staff', and 'Service' is shown, currently empty.

Client	Service No.	Start	Terminated	Staff	Service
--------	-------------	-------	------------	-------	---------

Figure 12-53 Service Report screen

Fields**Agency: Code**

Defaults with your agency code.

If you have imported data from another agency or sub-agency, and wish to report on that data, select the agency code from the drop down list.

Selecting anything other than your agency will cause the [Client: Name](#) field to be unavailable.

Agency: Course

If you wish to report on a treatment based on a course code, select the option from the drop down list.

Count

Displays the number of results in the report once it has run.

Auto Refresh

If you select this checkbox, the report results will automatically refresh each time a filter selection is changed.

If the checkbox is deselected, you can refresh the results via the [Refresh](#) button.

Limit list to 100 entries

The bottom half of the screen only displays the results of the data you are selecting. It is not the actual Service report.

Select this checkbox to limit this list and therefore speed up the retrieval of the results list.

Client Filter fields

Client: Name

To report on individual clients within your agency, click on the drop down list and select a name from the client list displayed.

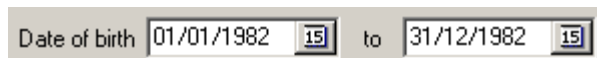
This field is unavailable if an agency other than your own is selected in the *Agency : Code* field.

Client: Sex

Select an option from the drop down list to filter the report results by client gender.

Client: Date of Birth

Enter a date range in the date fields. For example, to restrict the results to clients born in 1982, enter:



Service Filter fields

Service: Include Screenings

Select this checkbox to include screenings in the report results.

Service: Status

Select an option from the drop down list to filter the report results by the treatment status.

Service: Program

Select an option from the drop down list to filter the report results by the treatment Program type.

Service: Service type

Select an option from the drop down list to filter the report results by the treatment Service type.

Service: Target

Select an option from the drop down list to filter the report results by the treatment Target type.

Service: Source of Funding

Select an option from the drop down list to filter the report results by the treatment Source of Funding.

Service: Staff

Select a name from the drop down list to filter the report results by Staff member/Worker.

Service: Start

Enter a treatment start date range in the [Start date](#) fields.

The results will display all courses of treatment that commenced between these two dates.

For example, to restrict (filter) the report by all treatment that commenced in the month of April 2006, enter:

Start	01/04/2006	15	to	30/04/2006	15
-------	------------	----	----	------------	----

Service: Termination

Enter a treatment termination date range in the [Termination date](#) fields.

The results will display all courses of treatment that terminated between these two dates.

For example, to restrict (filter) the report by all treatment that terminated in the month of June 2006, enter:

Termination	01/06/2006	15	to	30/06/2006	15
-------------	------------	----	----	------------	----

Service: Screening

Select an option from the drop down list to filter the report results to a particular the treatment Screening type.

Service: Region

Select an option from the drop down list to restrict the report results to a particular Region.

Service: STGA category

Select an option from the drop down list to restrict the report results to a particular STGA category.

Service: Specific STGA

Once a STGA category is selected, the goals applicable to that category will appear in this drop down list.

Select a specific STGA from the drop down list to further filter the report results.

Report Results

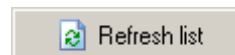
If no filters are selected in the top half of the [Service Report](#) screen, the report results will display all courses of treatment entered for your agency.

If filters are selected, the report results displayed will only be those applicable to these filters.

The Report Results will display the [Client Name](#), [Service number](#), [Start](#) and [Termination](#) dates of the treatment, the staff member who entered the treatment and the Service type.

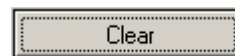
Function buttons

Refresh list



Click the [Refresh list](#) button each time you select a new filter option to refresh your report results.

Clear



Click the [Clear](#) button to clear the filter fields.

Report buttons**Client Stats button**

Click the [Client Stats](#) button to view the *Client Statistics* report.

This button will not be active until you have a results list displayed.

For more information on the Client Statistics report see Chapter [12.2 Client Statistics report](#).

Service menu button

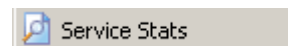
Click the [Service...](#) button to view the Service report options.

This button will not be active until you have a results list displayed.

Service Details button

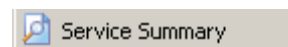
Click the [Service Details](#) button to view the *Service Details* report.

For more information on the Service Details report see Chapter [12.3 Service Details report](#).

Service Stats button

Click the [Service Stats](#) button to view the Service Statistics report.

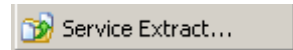
For more information on the Service Statistics report see Chapter [12.4 Service Statistics Report](#).

Service Summary button

Click the [Service Summary](#) button to view the Service Summary report.

For more information on the Service Summary report see Chapter [12.5 Service Summary Report](#).

Service Extract button



Click the [Service Extract...](#) button to run a Service Extract for customised reporting.

For more information on the Service Extract see Chapter [12.6 Service Extract](#).

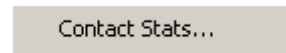
Contact menu button



Click the [Contact...](#) button to access the Contact report options.

This button will not be active until you have a results list displayed.

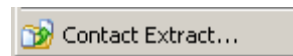
Contact Statistics button



Click the [Contact Stats...](#) button to view the [Contact Statistics](#) filter screen.

For more information on Contact Statistics report see Chapter [12.7 Contact Statistics report](#).

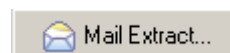
Contact Extract



Click the [Contact Extract](#) button to run a Contact Extract.

For more information on the Contact Extract see Chapter [12.8 Contact Extract](#).

Mail Extract

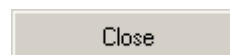


Click on the [Mail Extract](#) button to run a Mail Extract which creates a mail list.

This button will not be active until you have a results list displayed.

For more information on the Mail Extract see Chapter [12.9 Mail Extract](#).

Close



Click on the [Close](#) button to close the [Service Report](#) screen and return to the Main Menu.

Handy Hint

Service Report Filter data by Dates

The Service Report allows filtering of report results by date, for example the date clients commenced or terminated treatment. These filters work as follows:

Start date fields

Enter a date range to display all courses of treatment that commenced between the two dates.

Termination date fields

Enter a date range to display all courses of treatment that terminated between the two dates.

12.2 Client Statistics report

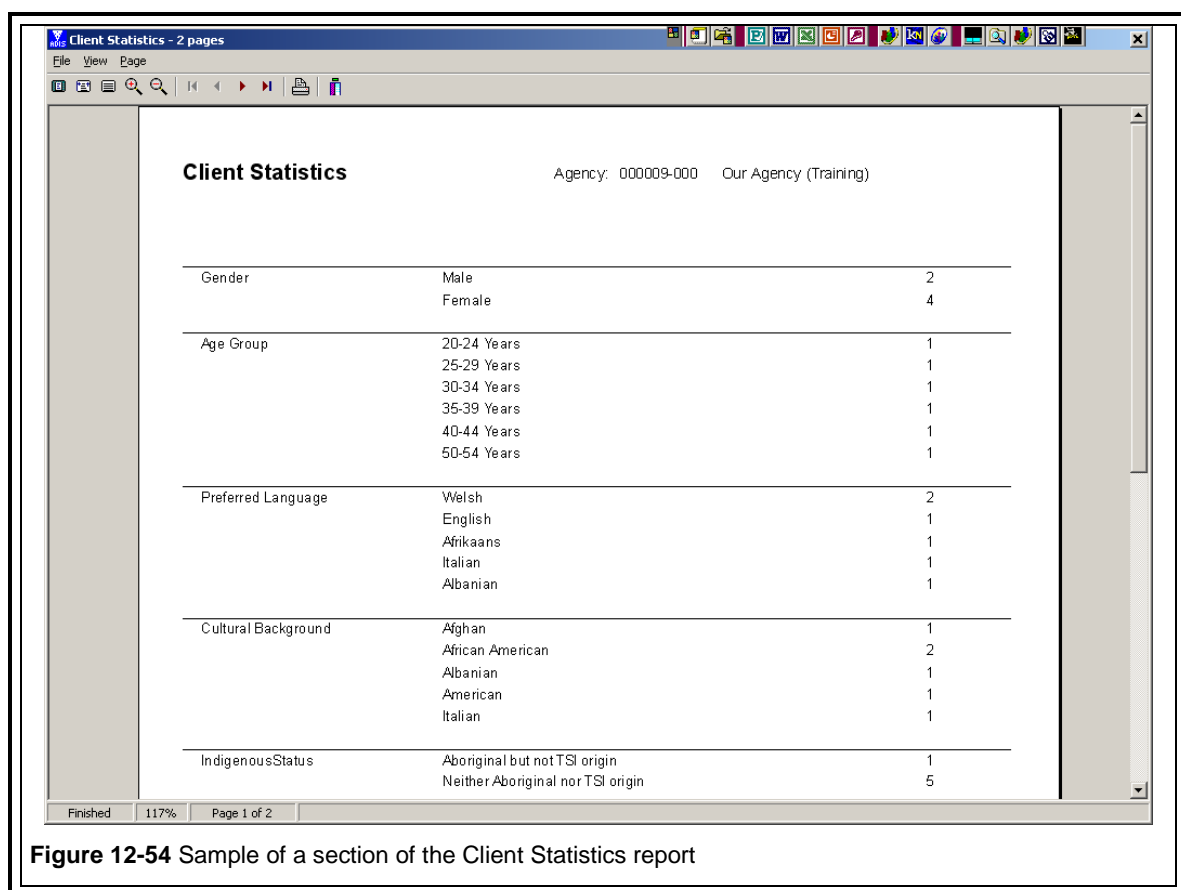
Screen Reference: Client Statistics

Overview

This section provides information on the [Client Statistics report](#).

The [Client Statistics report](#) shows the number of clients treated as opposed to the number of episodes or treatments that each client has received.

The [FullADIS](#) user can access the Client Statistics report from the [Service Report](#) screen. *For more information on the Service Report screen see Chapter [12.1 Service Reports](#).*



Function buttons

There are several buttons at the top of the screen to assist you with displaying and printing the report. The functionality of these is described below.

View whole page button

Click this button to display the report preview as a whole page.

View page width button

Click this button to display the preview as page width.

View text width button

Click this button to display the preview as text width.

Zoom in button

Click this button to magnify the report under the mouse. You may have to click this button twice before it zooms in.

Zoom out button

Click this button to zoom out from the report under the mouse. You may have to click this button twice before it zooms out.

Display first page button

Click this button to display the first page of the report.

Display prev. page button

Click this button to display the previous page of the report.

Display next page button

Click this button to display the next page of the report.

Display last page button

Click this button to display the last page of the report.

Print report button

Click this button to print the report.

Function buttons

There are several buttons at the top of the screen to assist you with displaying and printing the report. The functionality of these is described below.

View whole page button

Click this button to display the report preview as a whole page.

View page width button

Click this button to display the preview as page width.

View text width button

Click this button to display the preview as text width.

Zoom in button

Click this button to magnify the report under the mouse. You may have to click this button twice before it zooms in.

Zoom out button

Click this button to zoom out from the report under the mouse. You may have to click this button twice before it zooms out.

Display first page button

Click this button to display the first page of the report.

Display prev. page button

Click this button to display the previous page of the report.

Display next page button

Click this button to display the next page of the report.

Display last page button

Click this button to display the last page of the report.

Print report button

Click this button to print the report.

12.4 Service Statistics Report

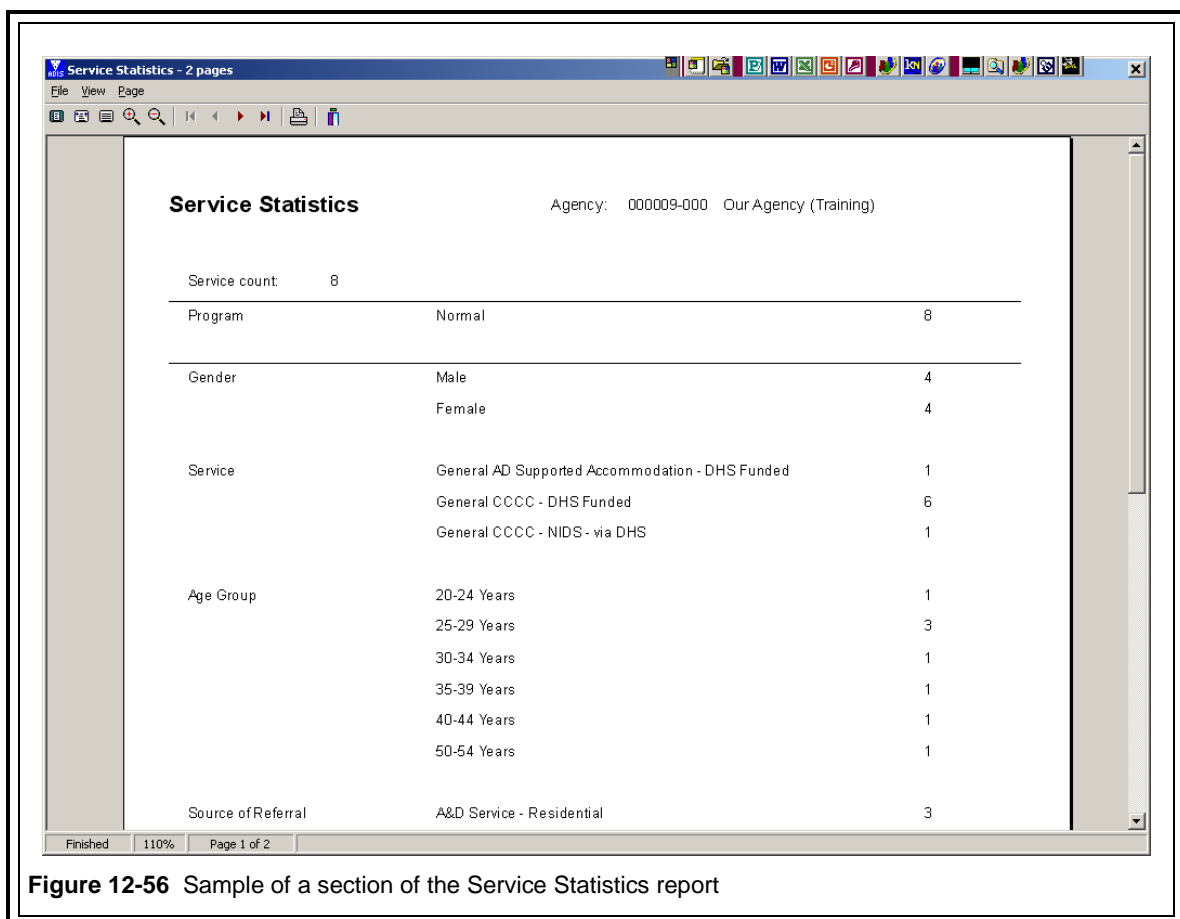
Screen Reference: Service Statistics

Overview

This section provides information on the [Service Statistics report](#).

The Service Statistics report shows the number of services provided and statistics associated with these services.

The [FullADIS](#) user can access the Service Statistics report from the [Service Report](#) screen. *For more information on the Service Report screen see Chapter [12.1 Service Reports](#).*



Function buttons

There are several buttons at the top of the screen to assist you with displaying and printing the report. The functionality of these is described below.

View whole page button



Click this button to display the report preview as a whole page.

View page width button



Click this button to display the preview as page width.

View text width button



Click this button to display the preview as text width.

Zoom in button



Click this button to magnify the report under the mouse. You may have to click this button twice before it zooms in.

Zoom out button



Click this button to zoom out from the report under the mouse. You may have to click this button twice before it zooms out.

Display first page button



Click this button to display the first page of the report.

Display prev. page button



Click this button to display the previous page of the report.

Display next page button



Click this button to display the next page of the report.

Display last page button



Click this button to display the last page of the report.

Print report button



Click this button to print the report.

12.5 Service Summary Report

Screen Reference: Service Summary Report

Overview

This section provides information on the [Service Summary](#) report.

The [Service Summary](#) report shows a summary of the services provided.

The [FullADIS](#) user can access the Service Summary report from the [Service Report](#) screen. *For more information on the Service Report screen see Chapter [12.1 Service Reports](#).*

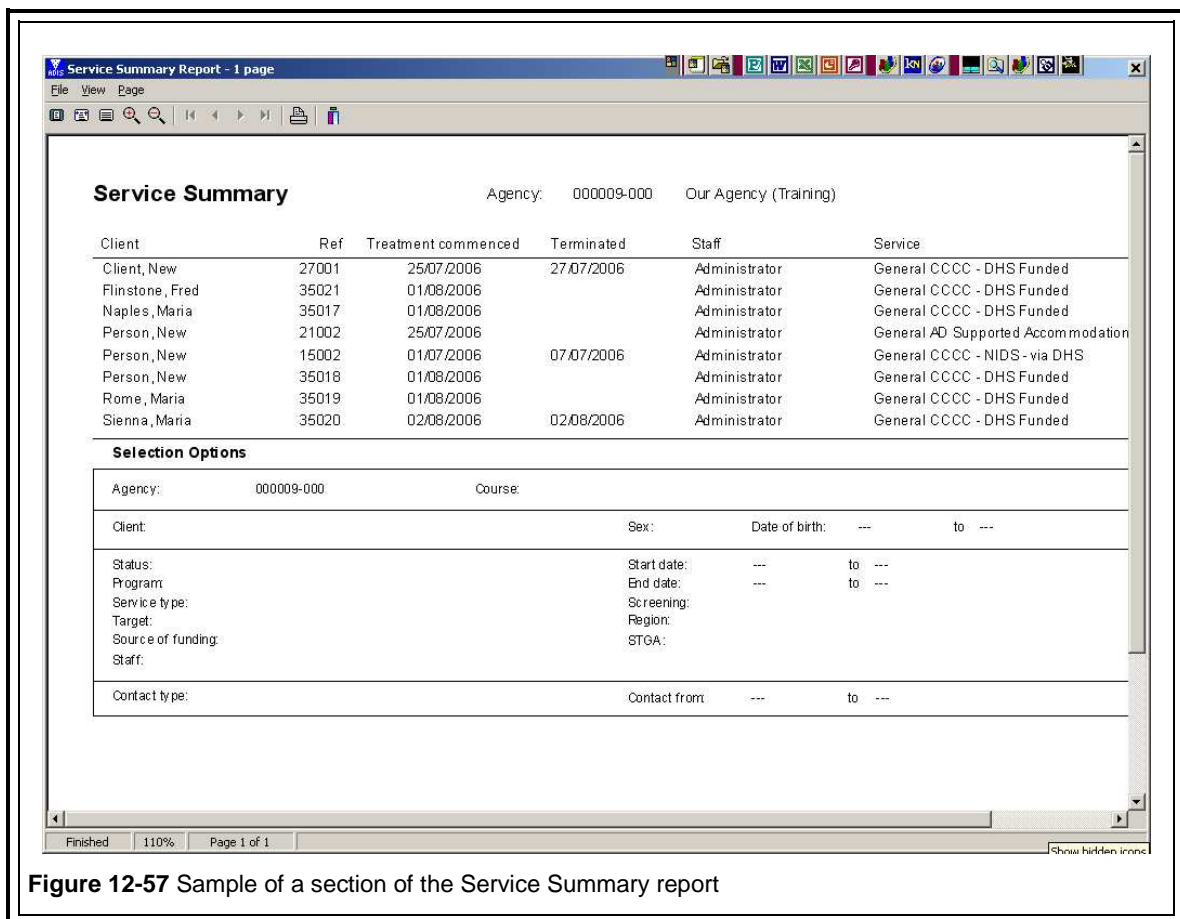


Figure 12-57 Sample of a section of the Service Summary report

Function buttons

There are several buttons at the top of the screen to assist you with displaying and printing the report. The functionality of these is described below.

View whole page button



Click this button to display the report preview as a whole page.

View page width button



Click this button to display the preview as page width.

View text width button



Click this button to display the preview as text width.

Zoom in button



Click this button to magnify the report under the mouse. You may have to click this button twice before it zooms in.

Zoom out button



Click this button to zoom out from the report under the mouse. You may have to click this button twice before it zooms out.

Display first page button



Click this button to display the first page of the report.

Display prev. page button



Click this button to display the previous page of the report.

Display next page button



Click this button to display the next page of the report.

Display last page button



Click this button to display the last page of the report.

Print report button



Click this button to print the report.

12.6 Service Extract

Screen Reference: Extract Service Data (rp11)

Overview

This chapter provides information on the [Service Extract](#) function.

If the standard service reports within [FullADIS](#) do not provide sufficient detail, then the [Service Extract](#) option can be used. This will generate a text file from the report results list that is compatible with all Office software such as MS Excel. From this you can analyse and produce your own customised reports.

The [FullADIS](#) user can run Service Extract from the [Service Report](#) screen, by selecting [Service Report](#) screen => [Service](#) (button) => [Service Extract](#).

For more information on the Service Report screen see Chapter [12.1 Service Reports](#).

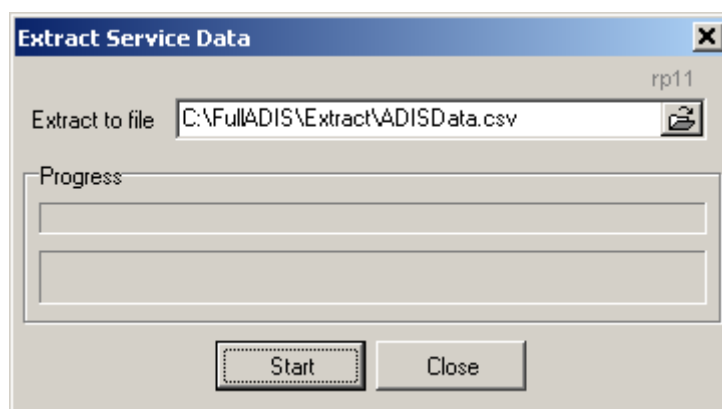


Figure 12-58 Extract Service Data screen

Fields

Extract to file

This field shows the directory in which the extract file will be saved, and the name of the file "ADISData.csv".

Use the [Browse](#) button to chose another directory if required, or type in another path.

You can also manually amend the file name.

NOTE



An error will occur if you attempt to extract to a file format other than csv. If you require txt (text) format, you can export the csv file to a txt file from Microsoft Excel.

Progress

Once you start the extract, the [Progress](#) field will indicate the status of the process.

Function buttons

Browse button



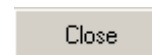
Click the [Browse](#) button to search and select a directory to extract the data to.

Start button



Click the [Start](#) button to commence the extract process.

Close button



Click the [Close](#) button to close the screen without running the extract.

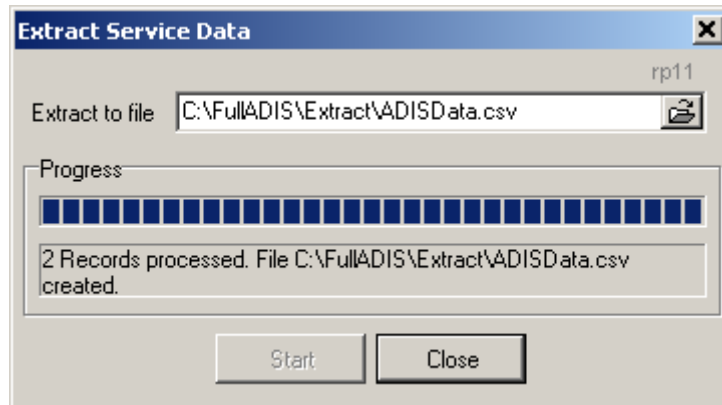
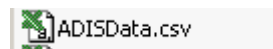


Figure 12-59 Extract Service Data screen after extract is run

**What to do after
extract process is
run.**

Once the extract process is complete the [Extract Service Data](#) screen displays the number of records that have been processed. The directory and the name of the file that has been created are also displayed.

Using Windows Explorer, search for this file in the directory you have saved the file to.



Double click on the csv file name to open up the csv file.

From here you can save to the file in the format of your choice, eg. as a Microsoft Excel file.

You can also open Microsoft Excel, and open the csv file from within Excel.

Handy Hint

Report Menu options

In each report screen, there are several function buttons at the top that enable the user to display and print the report.

These same functions are available from the report menus: select menu option **File** and **Print** as an alternative to the print function button.

12.7 Contact Statistics report

Screen Reference: Contact Statistics (rp04)

Overview

This section provides information on the [Contact Statistics](#) report.

The [Contact Statistics](#) report provides information on the Contact details of the treatment.

The [FullADIS](#) user can access the Contact Statistics report from the [Service Report](#) screen by selecting [Service Report screen => Contact \(button\) => Contact Stats](#). *For more information on the Service Report screen see [Chapter 12.1 Service Reports](#).*

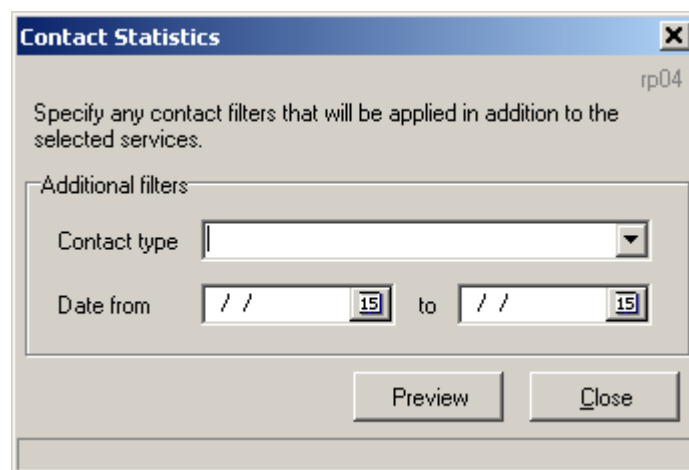


Figure 12-60 Contact Statistics selection screen

Fields

Prior to displaying the report, the [Contact Statistics](#) screen is displayed allowing you to filter the contact details you wish to report on.

Contact Type

If you wish to report on a specific Contact type, select the option from the drop down list.

If you leave this field blank, all Contacts will be displayed.

Date from

Enter a date range in the date fields, if you wish to report on Contacts that occurred between specific dates.

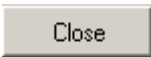
Function buttons

Preview button



Click on the [Preview](#) button to display the Contact Statistics report.

Close button



Click the [Close](#) button to close the screen without displaying the Contact Statistics report.

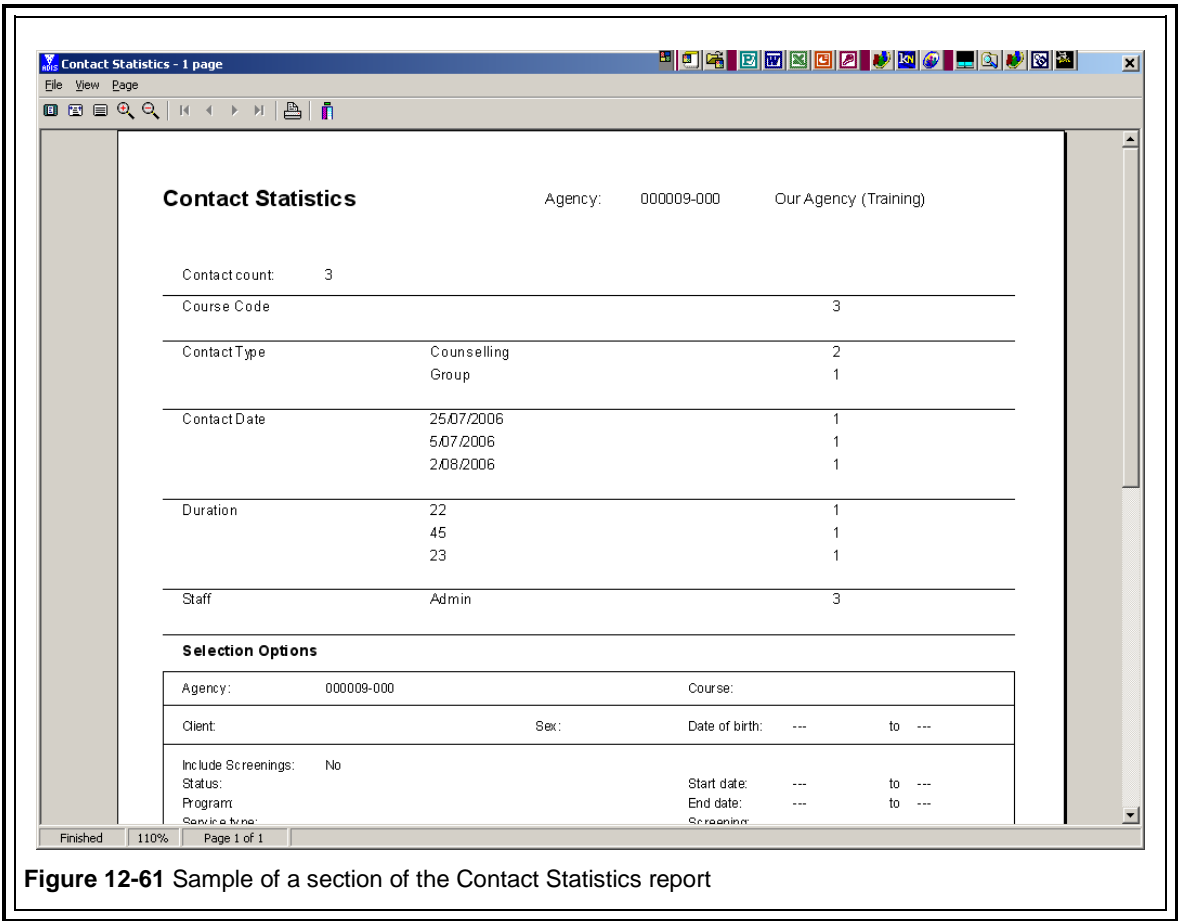


Figure 12-61 Sample of a section of the Contact Statistics report

Function buttons

There are several buttons at the top of the screen to assist you with displaying and printing the report. The functionality of these is described below.

View whole page button



Click this button to display the report preview as a whole page.

You can also select the following menu option to perform this function: View => Full Page

View page width button



Click this button to display the preview as page width.

You can also select the following menu option to perform this function: View => Page Width

View text width button



Click this button to display the preview as text width.

You can also select the following menu option to perform this function: View => Text Width

Zoom in button



Click this button to magnify the report under the mouse.

You may have to click this button twice before it zooms in.

You can also select the following menu option to perform this function: View => Zoom in

Zoom out button



Click this button to zoom out from the report under the mouse.

You may have to click this button twice before it zooms out.

You can also select the following menu option to perform this function: View => Zoom out

Display first page button

Click this button to display the first page of the report.

You can also select the following menu option to perform this function: Page => First Page

Display prev. page button

Click this button to display the previous page of the report.

You can also select the following menu option to perform this function: Page => Previous Page

Display next page button

Click this button to display the next page of the report.

You can also select the following menu option to perform this function: Page => Next Page

Display last page button

Click this button to display the last page of the report.

You can also select the following menu option to perform this function: Page => Last Page

Print report button

Click this button to print the report.

You can also select the following menu option to perform this function: File => Print

Close report button

Click this button to close the report. The [Service Report](#) screen will be re-displayed.

You can also select the following menu option to perform this function: File => Close

12.8 Contact Extract

Overview

This section provides information on the [Contact Extract](#) function.

If the contact reports within [FullADIS](#) do not provide sufficient detail, then the [Contact Extract](#) option can be used. This will generate a text file in csv format from the reports results list that is compatible with all Office software such as MS Excel. From this you can analyse and produce your own customised reports.

The [FullADIS](#) user can run Contact Extract from the [Service Report](#) screen by selecting [Service Report screen => Contact... \(button\) => Contact Extract](#).

For more information on the Service Report screen see [Chapter 12.1 Service Reports](#) .

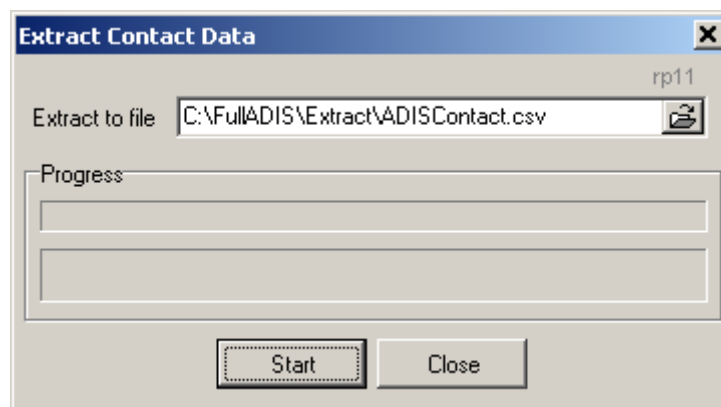


Figure 12-62 Contact Service Data screen

Fields

Extract to file

This field shows the directory in which the extract file will be saved, and the name of the file "ADISContact.csv".

Use the [Browse](#) button to chose another directory if required, or type in another path.

You can also manually amend the file name.

NOTE



An error will occur if you attempt to extract to a file format other than csv. If you require txt (text) format, you can export the csv file to a txt file from Microsoft Excel.

Progress

Once you start the extract, the [Progress](#) field will indicate the status of the process.

Buttons

Browse button



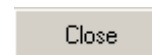
Click the [Browse](#) button to search and select a directory to extract the data to.

Start button



Click the [Start](#) button to commence the extract process.

Close button



Click the [Close](#) button to close the screen without running the extract.

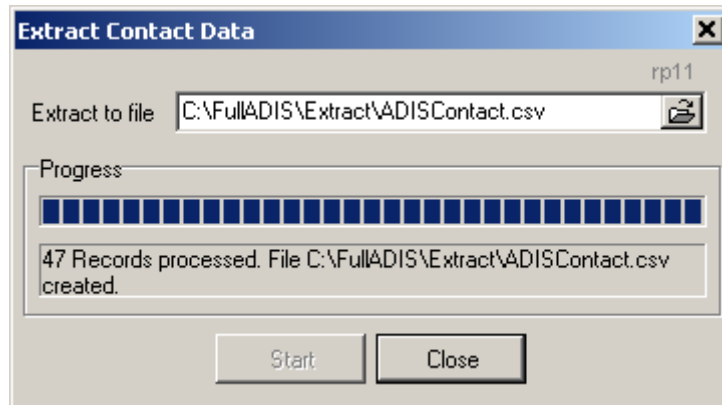
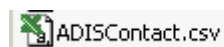


Figure 12-63 Extract Contact Data screen after extract is run

**What to do after
extract process is
run.**

Once the extract process is complete the [Extract Contact Data](#) screen displays the number of records that have been processed. The directory and the name of the file that has been created are also displayed.

Using Windows Explorer, search for this file in the directory you have saved the file to.



Double click on the csv file name to open up the csv file.

From here you can save to the file in the format of your choice, eg. as a MS Excel file.

Handy Hint

Report Extracts

Data extracts can be generated from FullADIS as text (csv) files. These extracts contain unit record data and enable the agency to analyse their treatment information in greater detail than the standard FullADIS reports.

The extract files can be read into analytical software such as MS Excel or MS Access, where the agency can produce customised statistics.

12.9 Mail Extract

Screen Reference: Extract Mail Data (rp11)

Overview

This section provides information on the [Mail Extract](#) function.

This function will generate a client mailing list in a text file format that is compatible with all Office software such as MS Excel.

The [FullADIS](#) user can run the Mail Extract from the [Service Report](#) screen.

For more information on the Service Report screen see Chapter [12.1 Service Reports](#) .

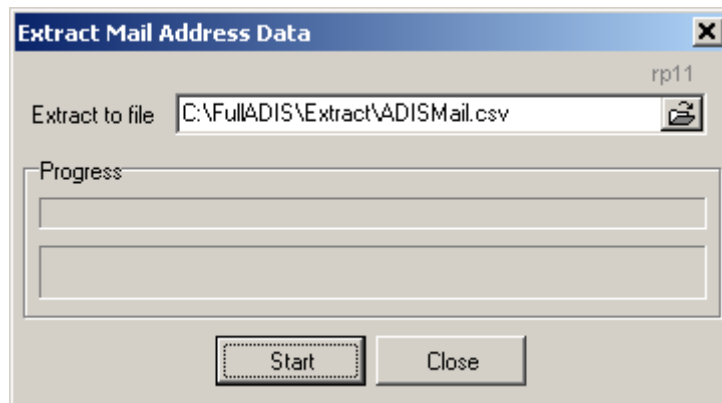


Figure 12-64 Extract Mail Data screen

Fields

Extract to file

This field shows the directory in which the extract file will be saved, and the name of the file "ADISMail.csv".

Use the [Browse](#) button to chose another directory if required, or type in another path.

You can also manually amend the file name.



NOTE

An error will occur if you attempt to extract to a file format other than csv. If you require txt (text) format, you can export the csv file to a txt file from Microsoft Excel.

Progress

Once you start the extract, the [Progress](#) field will indicate the status of the process.

Buttons

Browse button



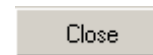
Click the [Browse](#) button to search and select a directory to extract the data to.

Start button



Click the [Start](#) button to commence the extract process.

Close button



Click the [Close](#) button to close the screen without running the extract.

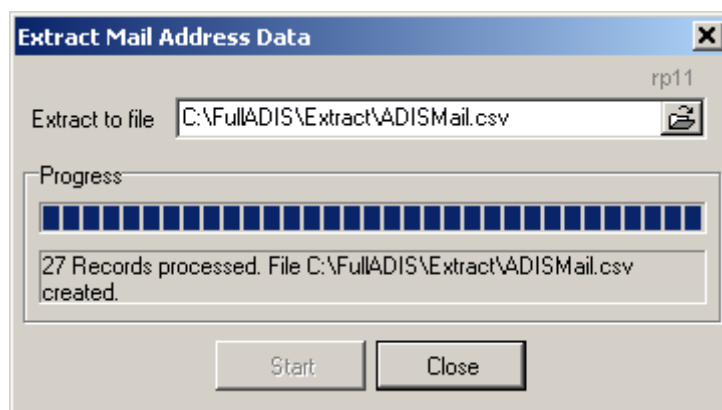
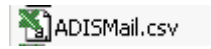


Figure 12-65 Extract Mail Data screen after extract is run

**What to do after
extract process is
run.**

Once the extract process is complete the [Extract Mail Data](#) screen displays the number of records that have been processed. The directory and the name of the file that has been created are also displayed.

Using Windows Explorer, search for this file in the directory you have saved the file to.



Double click on the csv file name to open up the csv file.

From here you can save to the file in the format of your choice, eg. as a MS Excel file.

Handy Hint

FullADIS Reports and Extracts

The reports and extracts generated by FullADIS will be based on the information result of filters applied, ie the results list.

For example, if the user filters a service report for a particular client name, only treatment for that client will be displayed in the service report result list. All service reports and extracts generated will be limited to this information until the filter criteria is reset or closed.

Chapter 13 Group Reports

13.1 Group Reports

Screen Reference: Group Report Selection (rp02)

Overview

This section provides information on the [Group Report Selection](#) screen.

The FullADIS user can access the [Group Report Selection](#) screen by selecting [Report => Groups](#), from the [Main Menu](#) screen.

The screen provides several options by which you can filter or define the data to be shown. If you do not select any of the options, the results will be based on all groups recorded in your database.

Once you have selected filters, click the buttons to the right of screen to display the actual Reports.

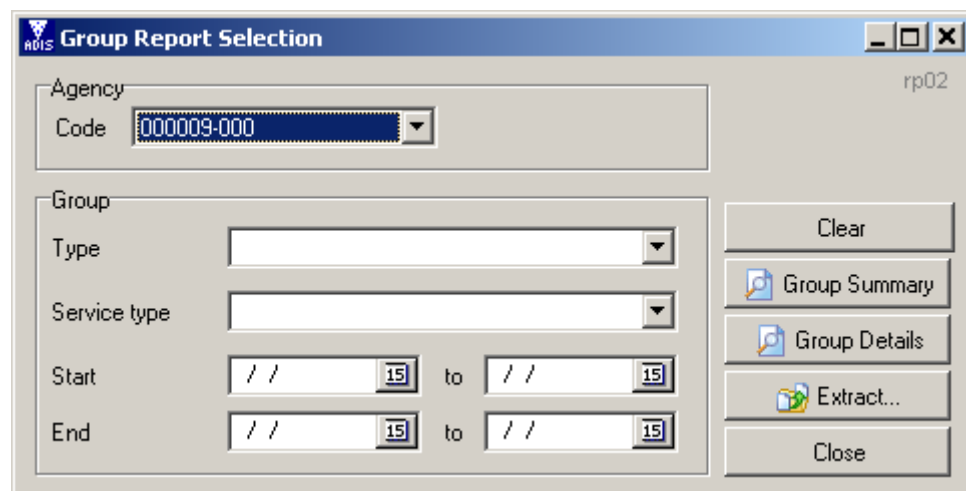


Figure 13-66 Group Report Selection screen

Fields

Agency: Code

Defaults with your agency code.

If you have imported data from another agency or sub-agency, and wish to report on that data, select the relevant agency code from the drop down list.

Group: Type

From the drop down list, select the group type you wish to report on.

If this field is left blank, the report will return data on both Formal and Casual groups.

Group: Service type

If you wish to filter the report by Service Type, select the option from the drop down list.

Group: Start

Enter a date range in the date fields. For example, to filter the report by all groups that commenced in the month of March 2006, enter:



Group: End

Enter a date range in the date fields. For example, to filter the report by all groups that ended in the month of June 2006, enter:



Report Results

If no filters are selected, the group reports will display information on all groups entered for your agency.

Data will be displayed which reflects the filters you have selected.

Once you have applied/or not filters, use the buttons on the right on the screen to display the actual reports.

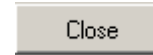
Function buttons

Clear button



Click the [Clear](#) button to reset the filter fields to empty.

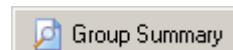
Close button



Click the [Close](#) button to close the [Group Report Selection](#) screen and return to the Main Menu.

Report buttons

Group Summary button



Click the [Group Summary](#) button to view the Group Summary report.

For more information on the Group Summary report see Chapter [13.2 Group Summary report](#).

Group Details



Click the [Group Details](#) button to view the Group Details report.

For more information on the Group Details report see Chapter [13.3 Group Detail report](#).

Group Extract



Click the [Extract...](#) button to run a Group Extract.

For more information on the Group Extract see Chapter [13.4 Group Extract](#).

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13.2 Group Summary report

Screen Reference: Group Summary Report

Overview

This section provides information on the [Group Summary](#) report.

The [Group Summary](#) report shows a summary of the groups recorded in your database

The [FullADIS](#) user can access the Group Summary report from the [Group Report Selection](#) screen by selecting [Group Report Selection](#) screen => [Group Summary](#) (button). For more information on the [Group Report Selection](#) screen see [Chapter 13.1 Group Reports](#).

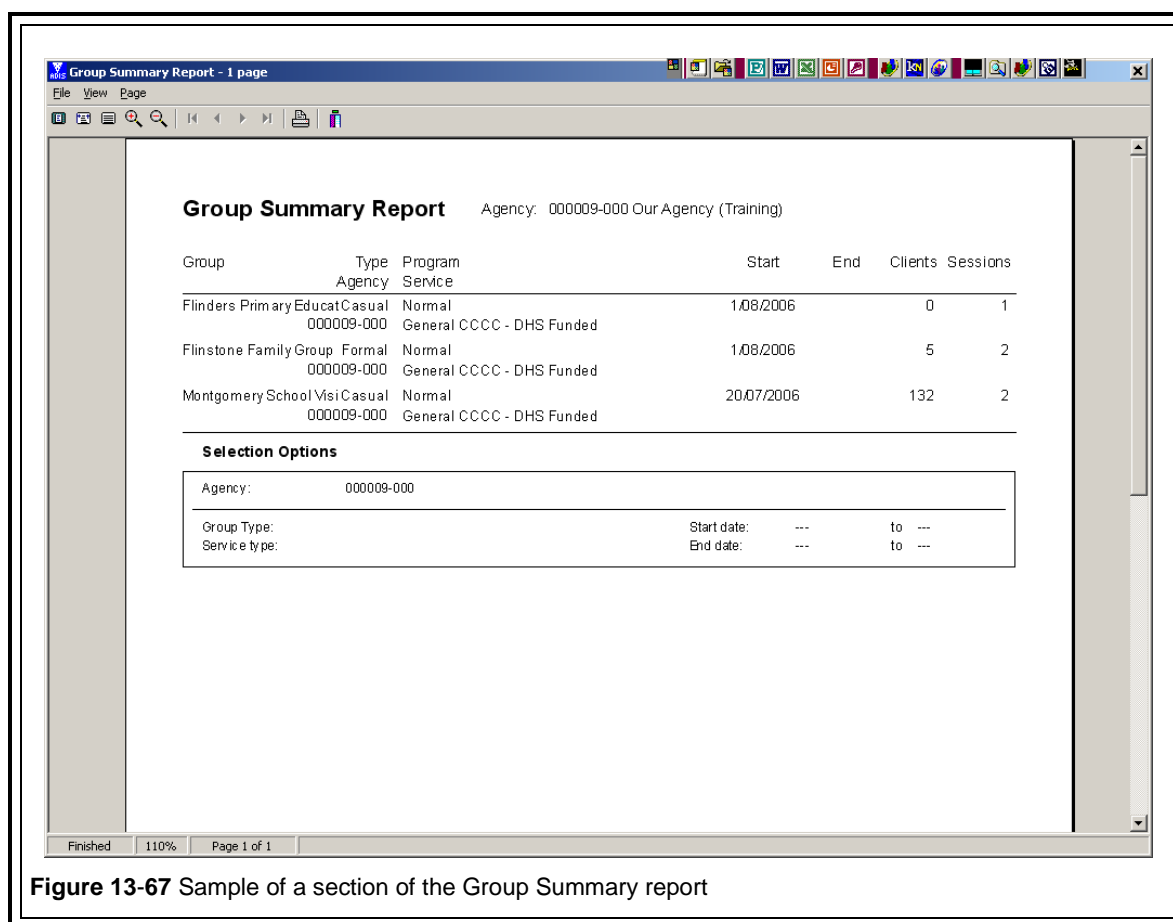


Figure 13-67 Sample of a section of the Group Summary report

Function buttons

There are several buttons at the top of the screen to assist you with displaying and printing the report. The functionality of these is described below.

View whole page button

Click this button to display the report preview as a whole page.

View page width button

Click this button to display the preview as page width.

View text width button

Click this button to display the preview as text width.

Zoom in button

Click this button to magnify the report under the mouse. You may have to click this button twice before it zooms in.

Zoom out button

Click this button to zoom out from the report under the mouse. You may have to click this button twice before it zooms out.

Display first page button

Click this button to display the first page of the report.

Display prev. page button

Click this button to display the previous page of the report.

Display next page button

Click this button to display the next page of the report.

Display last page button

Click this button to display the last page of the report.

Print report button

Click this button to print the report.

13.3 Group Detail report

Screen Reference: Group Details Report

Overview

This section provides information on the [Group Details](#) report.

The [Group Details](#) report gives details on each group recorded. The report for Formal groups includes client names and the sessions they attended. The report for Casual groups includes session information.

The FullADIS user can access the Group Details report from the [Group Report](#) screen by selecting [Group Report Selection](#) screen => [Group Details \(button\)](#). For more information on the [Group Report Selection](#) screen see [Chapter 13.1 Group Reports](#).

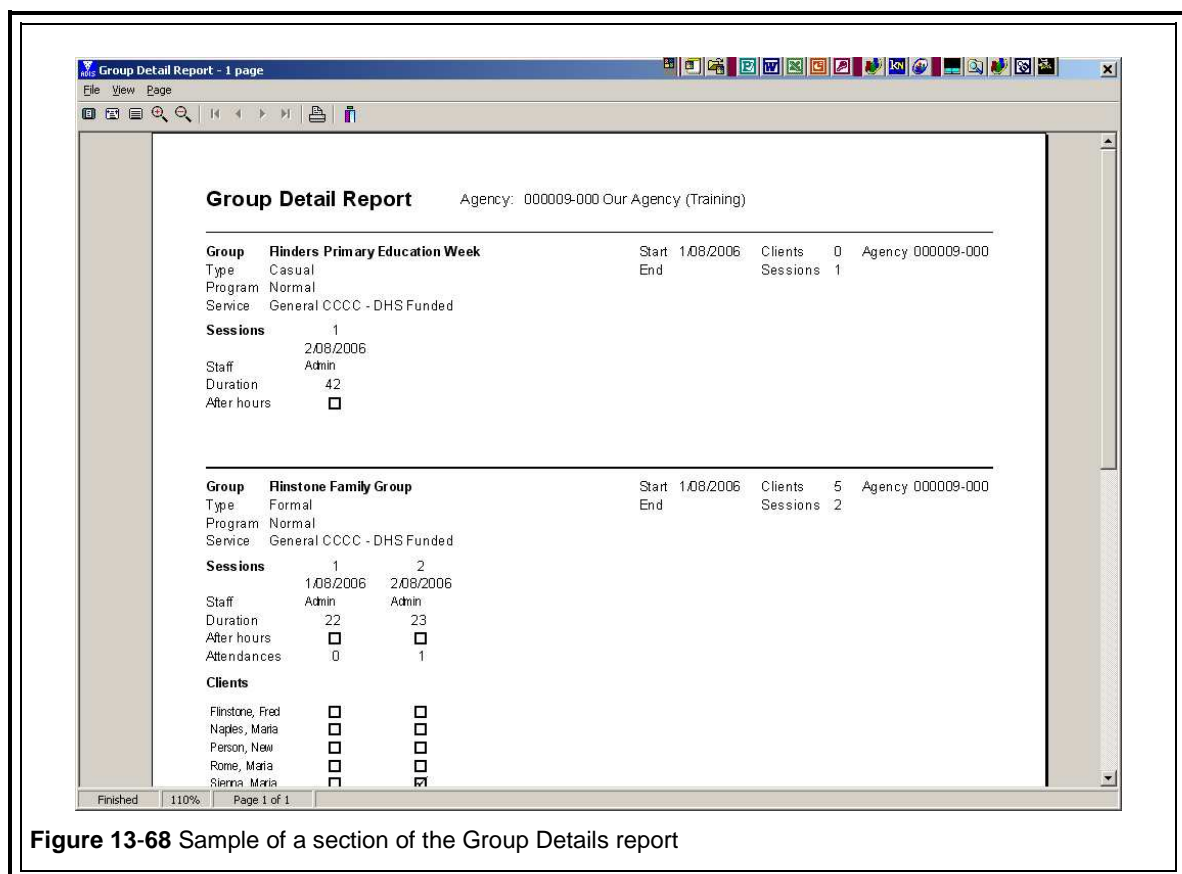


Figure 13-68 Sample of a section of the Group Details report

Function buttons

There are several buttons at the top of the screen to assist you with displaying and printing the report. The functionality of these is described below.

View whole page button

Click this button to display the report preview as a whole page.

View page width button

Click this button to display the preview as page width.

View text width button

Click this button to display the preview as text width.

Zoom in button

Click this button to magnify the report under the mouse. You may have to click this button twice before it zooms in.

Zoom out button

Click this button to zoom out from the report under the mouse. You may have to click this button twice before it zooms out.

Display first page button

Click this button to display the first page of the report.

Display prev. page button

Click this button to display the previous page of the report.

Display next page button

Click this button to display the next page of the report.

Display last page button

Click this button to display the last page of the report.

Print report button

Click this button to print the report.

13.4 Group Extract

Screen Reference: Extract Group Data (rp11)

Overview

This section provides information on the [Group Extract](#) function.

If the standard group reports within [FullADIS](#) do not provide sufficient detail, then the Group Extract option can be used. This will generate a text file from the report results list that is compatible with all office software such as MS Excel. From this you can analyse and produce your own customised reports.

The [FullADIS](#) user can run Group Extract from the [Group Report Selection](#) screen by selecting [Group Report Selection](#) screen => [Extract ... \(button\)](#).

For more information on the Group Report Selection screen see [Chapter 13.1 Group Reports](#).

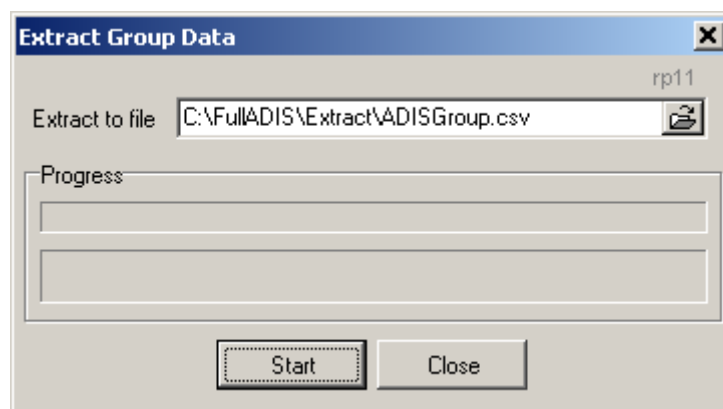


Figure 13-69 Extract Group Data screen

Fields

Extract to file

This field shows the directory in which the extract file will be saved, and the name of the file "ADISGroup.csv".

Use the [Browse](#) button to choose another directory if required, or type in another path.

You can also manually amend the file name.

NOTE



An error will occur if you attempt to extract to a file format other than csv. If you require txt (text) format, you can export the csv file to a txt file from Microsoft Excel.

Progress

Once you start the extract, the [Progress](#) field will indicate the status of the process.

Buttons

Browse button



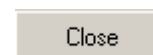
Click the [Browse](#) button to search and select a directory to extract the data to.

Start button



Click the [Start](#) button to commence the extract process.

Close button



Click the [Close](#) button to close the screen without running the extract.

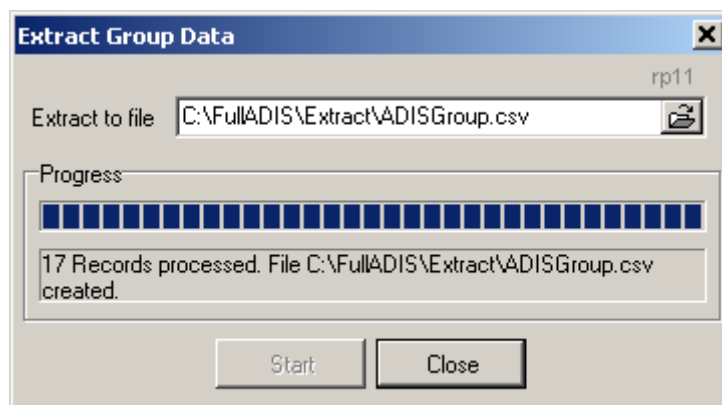
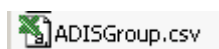


Figure 13-70 Extract Group Data screen after extract is run

**What to do after
extract process is
run.**

Once the extract process is complete the [Extract Group Data](#) screen displays the number of records that have been processed. The directory and the name of the file that has been created are also displayed.

Using Windows Explorer, search for this file in the directory you have saved the file to.



Double click on the csv file name to open up the csv file.

From here you can save to the file in the format of your choice, eg. as a MS Excel file.

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Chapter 14 PHS Visit Reports

14.1 PHS Registered Visits Reports

Screen Reference: LDS PHS Visit Report (rp03)

Overview

This section provides information on the [Local Drug Strategy \(LDS\) Primary Health Service \(PHS\) Visit Report](#) screen.

The [FullADIS](#) user can access the [LDS PHS Visit Report](#) screen by selecting [Report => PHS Visits](#), from the [Main Menu](#) screen.

The screen is separated into 3 sections. The top section is used to filter or define the data to be shown, the bottom section displays the results of the filter and the buttons to the right of the screen display the actual Reports.

Client	Visit No.	Visit Date	Staff

Figure 14-71 LDS PHS Visit Report screen

Fields**Agency: Code**

Defaults with your agency code.

If you have imported data from another agency or sub-agency, and wish to report on that data select the agency code from the drop down list.

Count

Displays the number of results in the report once it is run.

Auto Refresh

If you tick this checkbox, the report results will automatically refresh each time a filter selection is changed.

If the checkbox is unticked, you can refresh the results via the [Refresh](#) button.

Limit list to 100 entries

The bottom half of the screen only displays the results of the data you are selecting. It is not the actual PHS Visit report.

Select this checkbox to limit this list and therefore speed up the retrieval of the report results list.

Client filter fields**Client: Name**

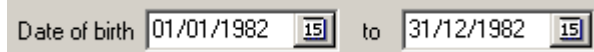
To report on individual clients within your agency, click on the drop down list and select a name from the client list displayed.

Client: Sex

Select an option from the drop down list to filter the report results by client gender.

Client: Date of Birth

Enter a date range in the date fields. For example, to filter the results by clients born in 1982, enter:

A screenshot of a web form showing a date range selection. The label 'Date of birth' is followed by a date input field containing '01/01/1982', a small calendar icon, the word 'to', another date input field containing '31/12/1982', and a second small calendar icon.

Visit filter fields

Visit: Staff

Select a name from the drop down list to filter the report results by Staff member/Worker.

Visit: Visit Date

Enter a date range in the date fields. For example, to filter the results by visits during May 2006, enter:

A screenshot of a web form showing a date range selection. The label 'Visit date' is followed by a date input field containing '01/05/2006', a small calendar icon, the word 'to', another date input field containing '31/05/2006', and a second small calendar icon.

Visit: Service Reason

Select an option from the drop down list to filter the report results by the service reason.

Visit: Seen by

Select any of the checkbox options to filter the report results by the who the client was seen by.

Presenting Issues filter fields

Presenting Issues: General Medical

Select an option from the drop down list to filter the report results by a particular method of care.

Presenting Issues: Sexual Health (Inc STI)

Select an option from the drop down list to filter the report results by a particular method of care.

Presenting Issues: Hepatitis

Select an option from the drop down list to filter the report results by a particular method of care.

Presenting Issues: HIV

Select an option from the drop down list to filter the report results by a particular HIV related method of care.

Presenting Issues: D & A Related Issues

Select an option from the drop down list to filter the report results by a particular Drug and Alcohol related method of care.

Presenting Issues: Practical Support/Natural Therapies

Select an option from the drop down list to filter the report results by a particular type of support.

Presenting Issues: Counselling

Select an option from the drop down list to filter the report results by a particular type of counselling.

Report Results

If no filters are selected in the top half of the [PHS Visits Report](#) screen, the Report Results will display all visits entered for your agency.

If filters are selected, the Report Results displayed will only be those applicable to these filters.

The Report Results will display the Client Name, Visit number, Date of Visit and the worker who treated the client (or staff member who entered the data).

Function buttons

Refresh list button



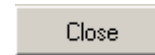
Click the [Refresh list](#) button each time you select a new filter option to refresh your report results.

Clear button



Click the [Clear](#) button to reset the filter fields to empty.

Close button



Click the [Close](#) button to close the [LDS PHS Visit Report](#) screen and return to the Main Menu.

Report buttons

Client Stats button

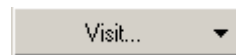


Click the [Client Stats](#) button to view the Client Statistics report.

This button will not be active until you have a results list displayed.

For more information on the Client Statistics report see [Chapter 14.3 LDS PHS Client Statistics report](#).

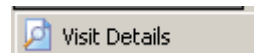
Visit menu button



Click the [Visit](#) button to view the Visit report options.

This button will not be active until you have a results list displayed.

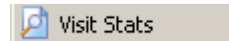
Visit Details



Click the [Visit Details](#) button to view the Visit Details report.

For more information on the Visit Details report see [Chapter 14.2 LDS PHS Visit Details report](#).

Visit Stats button



Click the [Visit Stats](#) button to view the Visit Statistics report.

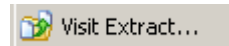
For more information on the Visit Statistics report see Chapter [14.4 LDS PHS Visit Statistics report](#) .

Visit Summary button

Click the [Visit Summary](#) button to view the Visit Summary report.

For more information on the Visit Summary report see Chapter [14.5 LDS PHS Visit Summary report](#) .

Visit Extract button



Click the [Visit Extract](#) button to run a Visit Extract.

For more information on the Visit Extract see Chapter [14.6 PHS Visit Extract](#) .

14.2 LDS PHS Visit Details report

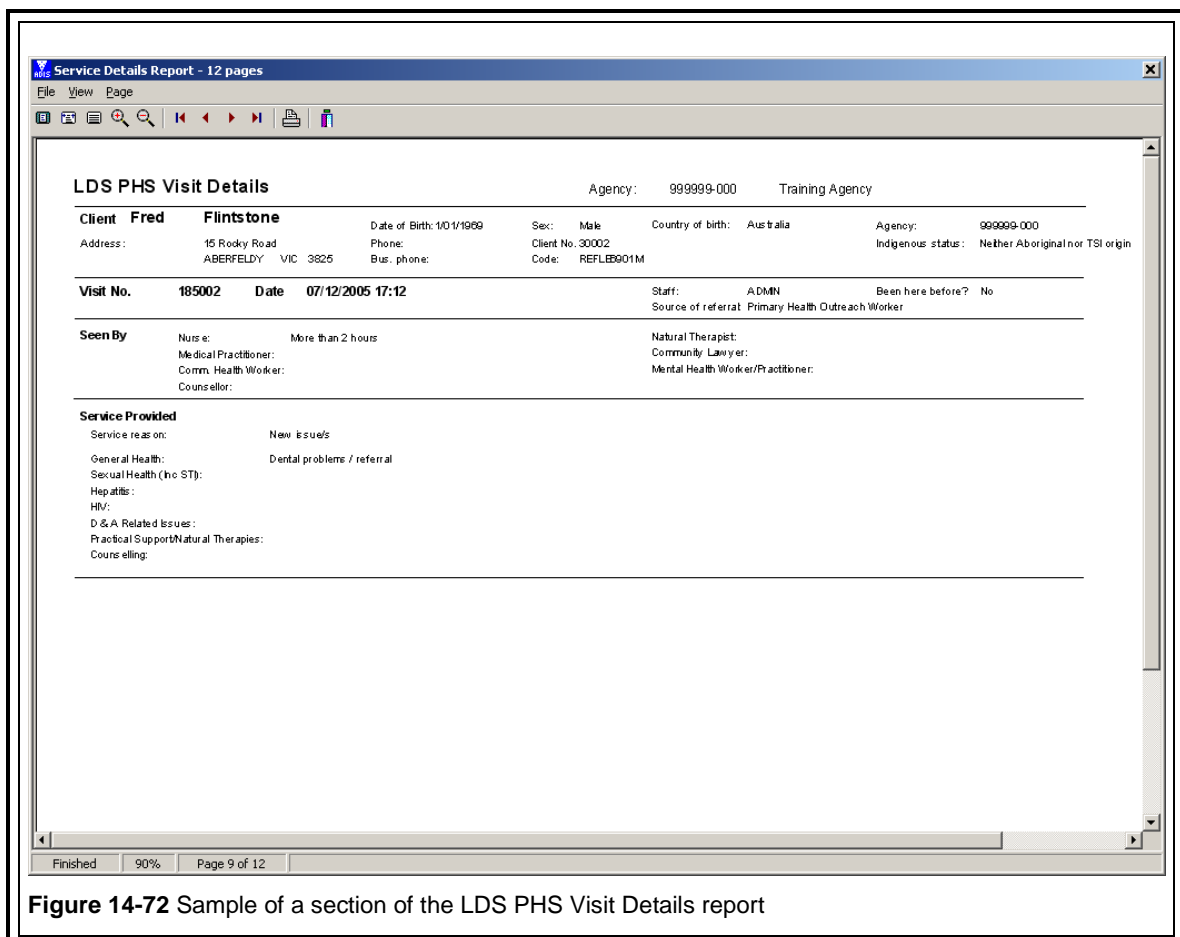
Screen Reference: LDS PHS Visit Report (rp03)

Overview

This chapter provides information on the Local Drug Strategy (LDS) Primary Health Service (PHS) Visit Details report.

The LDS PHS Visit Details report gives details on each client and the service provided.

The FullADIS user can access the LDS PHS Visit Details report from the PHS Visits Report screen by selecting **LDS PHS Visit Report screen => Visit Details (button)**. For more information on the PHS Visits Report screen see [Chapter 14.1 PHS Registered Visits Reports](#).



Function buttons

There are several buttons at the top of the screen to assist you with displaying and printing the report. The functionality of these is described below.

View whole page button

Click this button to display the report preview as a whole page.

View page width button

Click this button to display the preview as page width.

View text width button

Click this button to display the preview as text width.

Zoom in button

Click this button to magnify the report under the mouse. You may have to click this button twice before it zooms in.

Zoom out button

Click this button to zoom out from the report under the mouse. You may have to click this button twice before it zooms out.

Display first page button

Click this button to display the first page of the report.

Display prev. page button

Click this button to display the previous page of the report.

Display next page button

Click this button to display the next page of the report.

Display last page button

Click this button to display the last page of the report.

Print report button

Click this button to print the report.

14.3 LDS PHS Client Statistics report

Screen Reference: Client Statistics

Overview

This section provides information on the Local Drug Strategy (LDS) Primary Health Service (PHS) Client Statistics report.

The [LDS PHS Client Statistics](#) report shows the number of registered clients treated and statistics regarding these clients.

The [FullADIS](#) user can access the LDS PHS Client Statistics report from the [PHS Visits Report](#) screen by selecting [LDS PHS Visit Report screen => Client Stats](#) (button).

For more information on the PHS Visit Report screen see Chapter [14.1 PHS Registered Visits Reports](#).

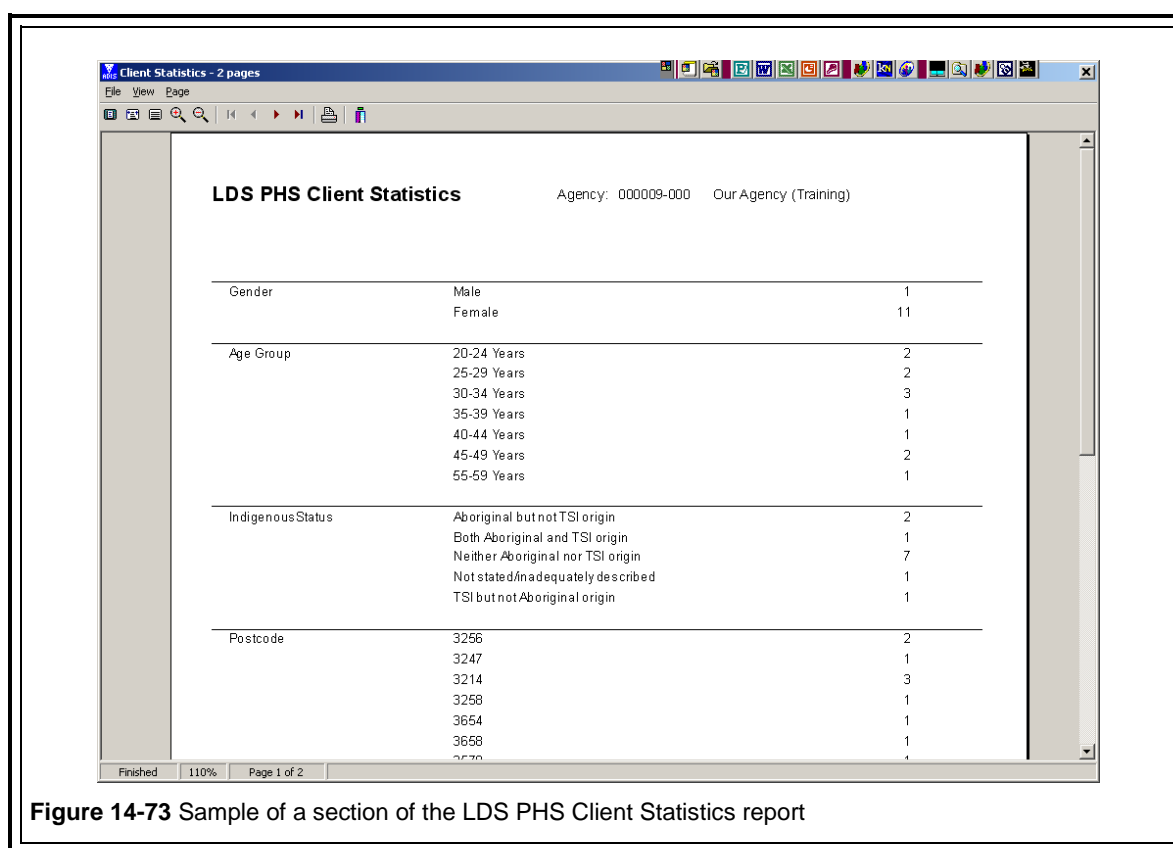


Figure 14-73 Sample of a section of the LDS PHS Client Statistics report

Function buttons

There are several buttons at the top of the screen to assist you with displaying and printing the report. The functionality of these is described below.

View whole page button

Click this button to display the report preview as a whole page.

View page width button

Click this button to display the preview as page width.

View text width button

Click this button to display the preview as text width.

Zoom in button

Click this button to magnify the report under the mouse. You may have to click this button twice before it zooms in.

Zoom out button

Click this button to zoom out from the report under the mouse. You may have to click this button twice before it zooms out.

Display first page button

Click this button to display the first page of the report.

Display prev. page button

Click this button to display the previous page of the report.

Display next page button

Click this button to display the next page of the report.

Display last page button

Click this button to display the last page of the report.

Print report button

Click this button to print the report.

14.4 LDS PHS Visit Statistics report

Screen Reference: Service Statistics

Overview

This section provides information on the Local Drug Strategy (LDS) Primary Health Service (PHS) Visit Statistics report.

The [LDS PHS Visit Statistics](#) report shows the number of visits that occurred and statistics associated with these visits.

The FullADIS user can access the LDS PHS Visit Statistics report from the [PHS Visit Report](#) screen by selecting [LDS PHS Visit Report screen => Visit Stats \(button\)](#). For more information on the PHS Visit Report screen see [Chapter 14.1 PHS Registered Visits Reports](#).

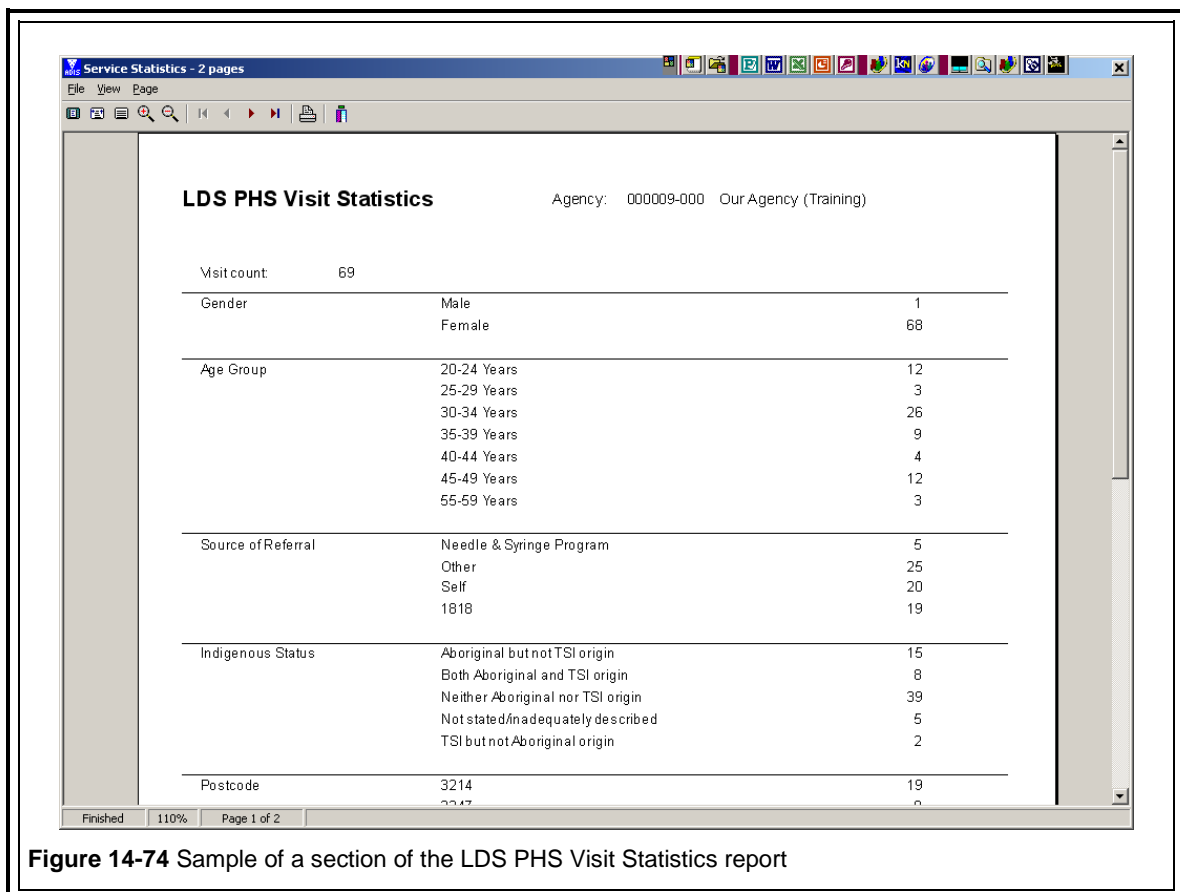


Figure 14-74 Sample of a section of the LDS PHS Visit Statistics report

Function buttons

There are several buttons at the top of the screen to assist you with displaying and printing the report. The functionality of these is described below.

View whole page button

Click this button to display the report preview as a whole page.

View page width button

Click this button to display the preview as page width.

View text width button

Click this button to display the preview as text width.

Zoom in button

Click this button to magnify the report under the mouse. You may have to click this button twice before it zooms in.

Zoom out button

Click this button to zoom out from the report under the mouse. You may have to click this button twice before it zooms out.

Display first page button

Click this button to display the first page of the report.

Display prev. page button

Click this button to display the previous page of the report.

Display next page button

Click this button to display the next page of the report.

Display last page button

Click this button to display the last page of the report.

Print report button

Click this button to print the report.

14.5 LDS PHS Visit Summary report

Screen Reference: LDS PHS Visit Summary Report

Overview

This section provides information on the Local Drug Strategy (LDS) Primary Health Service (PHS) Visit Summary report.

The [LDS PHS Visit Summary](#) report shows a summary of the visits that have occurred.

The [FullADIS](#) user can access the LDS PHS Visit Summary report from the [PHS Visits Report](#) screen by selecting [LDS PHS Visit Report](#) screen => [Visit Summary](#) (button). For more information on the [PHS Visit Report](#) screen see [Chapter 14.1 PHS Registered Visits Reports](#).

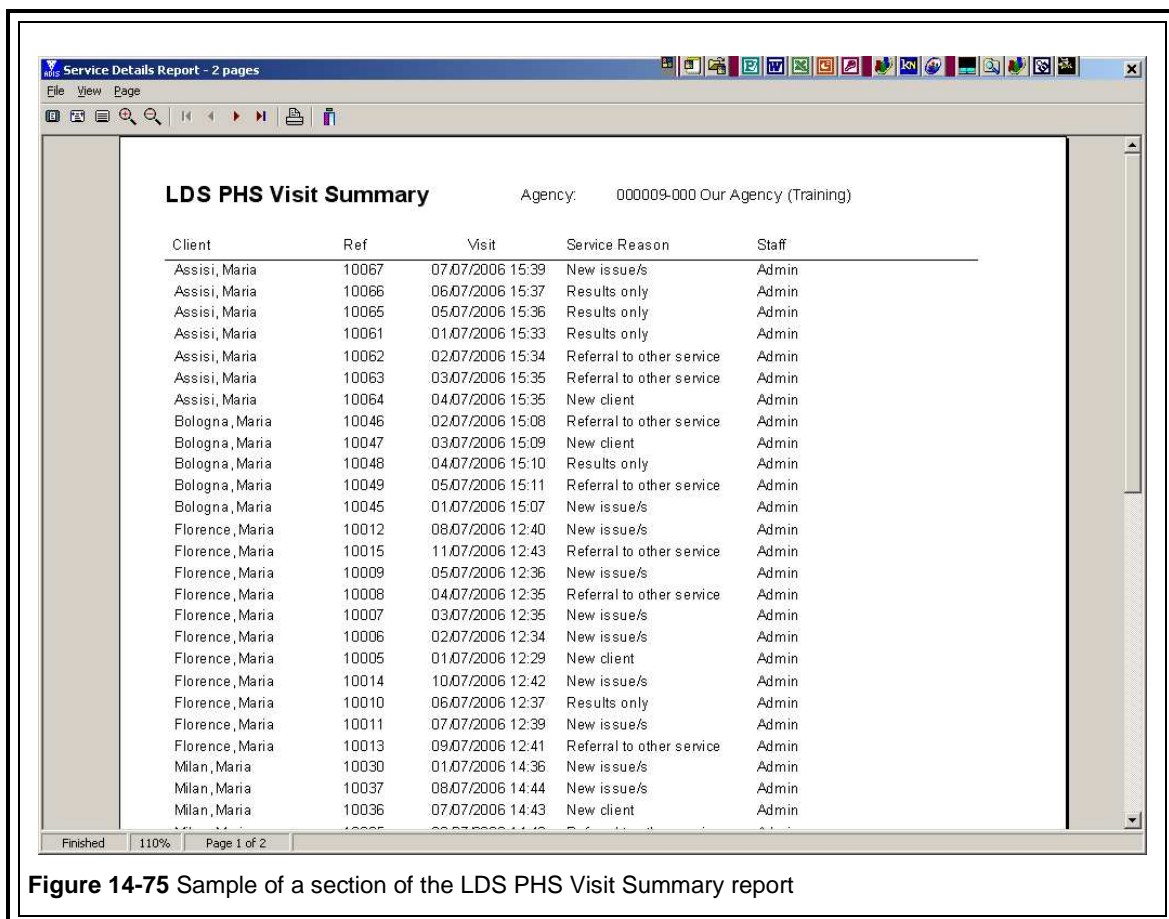


Figure 14-75 Sample of a section of the LDS PHS Visit Summary report

Function buttons

There are several buttons at the top of the screen to assist you with displaying and printing the report. The functionality of these is described below.

View whole page button

Click this button to display the report preview as a whole page.

View page width button

Click this button to display the preview as page width.

View text width button

Click this button to display the preview as text width.

Zoom in button

Click this button to magnify the report under the mouse. You may have to click this button twice before it zooms in.

Zoom out button

Click this button to zoom out from the report under the mouse. You may have to click this button twice before it zooms out.

Display first page button

Click this button to display the first page of the report.

Display prev. page button

Click this button to display the previous page of the report.

Display next page button

Click this button to display the next page of the report.

Display last page button

Click this button to display the last page of the report.

Print report button

Click this button to print the report.

14.6 PHS Visit Extract

Screen Reference: Extract Visit Data (rp11)

Overview

This section provides information on the [PHS Visit Extract](#) function.

If the standard PHS Visit reports within [FullADIS](#) do not provide sufficient detail, then the PHS Visit Extract option can be used. This will generate a text file from the report results list that is compatible with all office software such as MS Excel. From this you can analyse and produce your own customised reports.

The [FullADIS](#) user can run Visit Extract from the [PHS Visits Report](#) screen by selecting [LDS PHS Visit Report screen => Visit Extract...](#) (button).

For more information on the PHS Visit Report screen see [Chapter 14.1 PHS Registered Visits Reports](#).

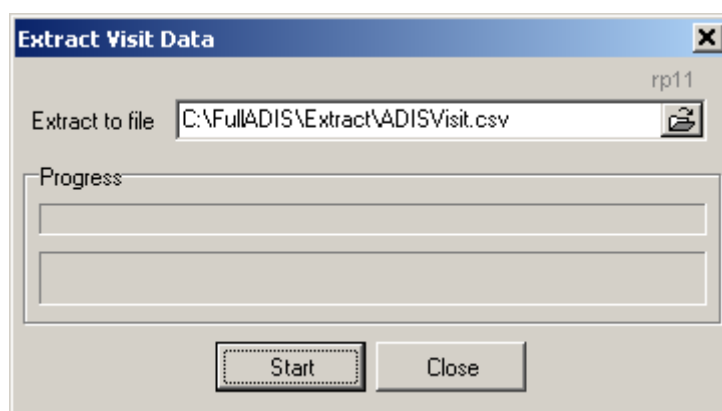


Figure 14-76 Extract Visit Data screen

Fields**Extract to file**

This field shows the directory in which the extract file will be saved, and the name of the file "ADISVisit.csv".

Use the [Browse](#) button to chose another directory if required, or type in another path.

You can also manually amend the file name.

NOTE

An error will occur if you attempt to extract to a file format other than csv. If you require txt (text) format, you can export the csv file to a txt file from Microsoft Excel.

Progress

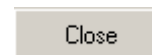
Once you start the extract, the [Progress](#) field will indicate the status of the process.

Function buttons**Browse button**

Click the [Browse](#) button to search and select a directory to extract the data to.

Start button

Click the [Start](#) button to commence the extract process.

Close button

Click the [Close](#) button to close the screen without running the extract.

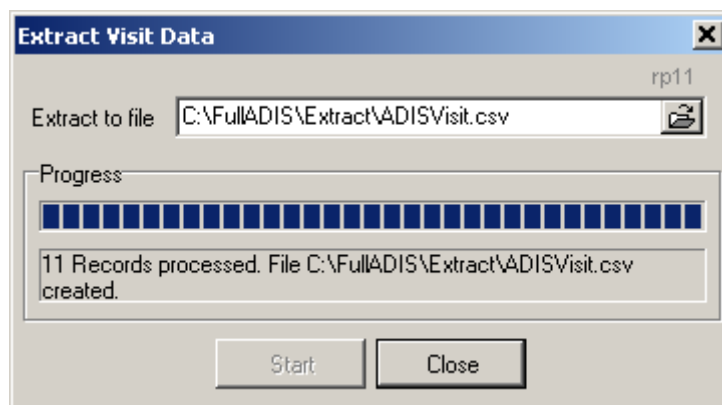


Figure 14-77 Extract Visit Data screen after extract is run

What to do after extract process is run

Once the extract process is complete the [Extract Visit Data](#) screen displays the number of records that have been processed. The directory and the name of the file that has been created are also displayed.

Using Windows Explorer, search for this file in the directory you have saved the file to.



Double click on the csv file name to open up the csv file.

From here you can save to the file in the format of your choice, eg. as a MS Excel file.

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Chapter 15 Unregistered Contacts Reports

15.1 Unregistered Contacts Reports

Screen Reference: Unregistered Contact Report (rp05)

Overview

This section provides information on the [Unregistered Contact Report](#) screen.

The FullADIS user can access the [Unregistered Contact Report](#) screen by selecting [Report => Unregistered Contacts](#), from the [Main Menu](#) screen.

The screen is separated into three sections. The top section is used to filter or define the data to be shown, the bottom section displays the results of the filter and the button to the right of screen take you to the actual reports.

Unregistered Contact Report

Report Query

Agency Code: 000009-000

Count: 0

rp05

Auto refresh: ☐

Limit list to 100 entries: ☒

Refresh list

Refresh needed!

Clear

Close

Contact Summary

Contact Stats

Contact Extract...

Postcode where service provided: 0000

Contact Venue:

Contact Method:

Contact Duration:

Presenting Issues:

Service Recipient:

Service Provided:

Referral To:

Date	Type	Postcode	Referral To	Staff	Agency
------	------	----------	-------------	-------	--------

Figure 15-78 Unregistered Contact Report screen

Fields

Agency Code

Defaults with your agency code.

If you have imported data from another agency or sub-agency, and wish to report on that data select the agency code from the drop down list.

Count

Displays the number of results in the report once it has run.

Auto Refresh

If you select this checkbox, the report results will automatically refresh each time a filter selection is changed.

If the checkbox is deselected, you can refresh the results via the [Refresh](#) button.

Limit list to 100 entries

The bottom half of the screen is only displays the results of the data you are selecting. It is not the actual Service report.

Select this checkbox to limit this list and therefore speed up the running to the report.

Contact Filter fields

Contact: Staff

Select a name from the drop down list to filter the report results by the staff member who saw the client.

Contact: Type of Worker

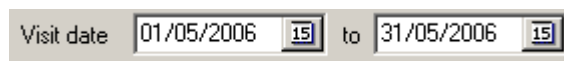
Select an option from the drop down list to filter the report by the Type of Worker.

There are several different programs that record their unregistered client contacts. These are:

- ABI (Acquired Brain Injury)
- Dual Diagnosis
- ADY-C (Alcohol and Drug Youth Consultants)
- LDS (Local Drug Strategy – Primary Health Services)

Contact: Visit Date

Enter a date range in the date fields. For example, to restrict (filter) the results by unregistered contacts that occurred during May 2006, enter:



Contact: Time From (applicable LDS only)

Select a time range from the drop down list options to restrict (filter) the report results based on when the contact occurred.

Contact: Time To (applicable LDS only)

This field can be used in conjunction with the above field to enter a From and To time range, in which the contact occurred, therefore widening the report results.

Other Contact filter fields

Postcode where service provided

Enter a postcode if you wish to filter the report results to a particular postcode location of where the service was provided.

If an option is selected in the [Contact: Type of Worker](#) field, and it is not ADY-C, this field will be unavailable.

Contact Venue

Select an option from the drop down list to filter the report results to a particular contact venue.

If an option is selected in the [Contact: Type of Worker](#) field, and it is not *Dual Diagnosis*, this field will be unavailable.

Contact Method

Select an option from the drop down list to filter the report results to a particular method of contact.

If an option is selected in the [Contact: Type of Worker](#) field, and it is *LDS*, this field will be unavailable.

Contact Duration

Select an option from the drop down list to filter the report results to a duration period.

This option is available for all worker types that can be selected in the [Contact: Type of Worker](#) field.

Presenting Issues

Select an option from the drop down list to filter the report results to a particular presenting issue.

If an option is selected in the [Contact: Type of Worker](#) field, this field will only be available if that option is *LDS*.

Service Recipient

Select an option from the drop down list to filter the report results to a particular Service Recipient.

If an option is selected in the [Contact: Type of Worker](#) field, and it is *LDS*, this field will be unavailable.

Service Provided

Select an option from the drop down list to filter the report results to a particular type of service that has been provided.

This option is available for all worker types that can be selected in the [Contact: Type of Worker](#) field.

Referral To

Select an option from the drop down list to filter the report results to a particular referral destination.

If an option is selected in the [Contact: Type of Worker](#) field, this field will only be available if that option is *LDS*.

Report results

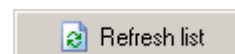
If no filters are selected in the top half of the [Unregistered Contact Report](#) screen, the report results will display all contacts entered for your agency.

If filters are selected, the Report Results displayed will only be those applicable to these filters.

The Report Results will display the Date of contact, Type of contact, Postcode where contact occurred, Referral information, the staff member who entered the contact and the Agency code.

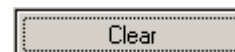
Function buttons

Refresh list



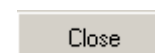
Click the [Refresh list](#) button each time you select a new filter option to refresh your report results.

Clear



Click the [Clear](#) button to reset the filter fields to empty.

Close button



Click the [Close](#) button to close the [Unregistered Contacts Report](#) screen and return to the Main Menu.

Report buttons

Contact Summary

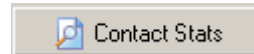


Click the [Contact Summary](#) button to view the Contact Summary report.

This button will not be active until you have a results list displayed.

For more information on the Contact Summary report see Chapter [15.2 Unregistered Contact Summary report](#).

Contact Statistics

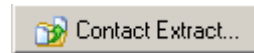


Click the [Contact Stats](#) button to view the Contact Statistics report.

This button will not be active until you have a results list displayed.

For more information on the Contact Statistics report see Chapter [15.3 Unregistered Contact Statistics report](#).

Contact Extract



Click the [Contact Extract...](#) button to run a Contact Extract.

For more information on the Contact Extract see Chapter [15.4 Unregistered Contact Extract](#).

15.2 Unregistered Contact Summary report

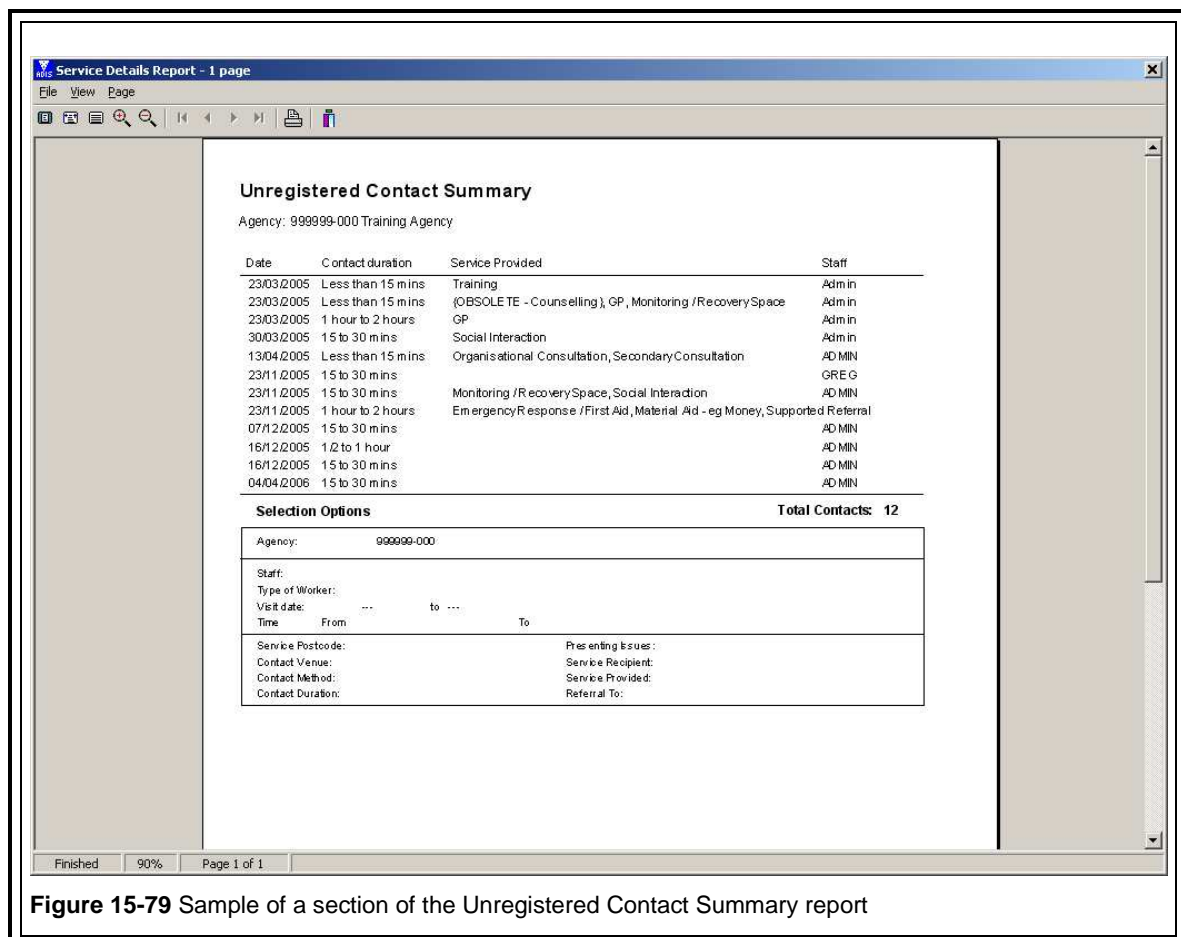
Screen Reference: Unregistered Contact Summary Report (rp05)

Overview

This section provides information on the Unregistered Contact Summary report.

The Unregistered Contact Summary report shows a summary of the unregistered contacts that have occurred.

The [FullADIS](#) user can access the Unregistered Contact Summary report from the [Unregistered Contact Report](#) screen, by selecting [Unregistered Contact Report](#) screen => [Contact Summary](#) (button). For more information on the [Unregistered Contact Report](#) screen refer to [Chapter 15.2 Unregistered Contact Summary report](#).



Function buttons

There are several buttons at the top of the screen to assist you with displaying and printing the report. The functionality of these is described below.

View whole page button

Click this button to display the report preview as a whole page.

View page width button

Click this button to display the preview as page width.

View text width button

Click this button to display the preview as text width.

Zoom in button

Click this button to magnify the report under the mouse. You may have to click this button twice before it zooms in.

Zoom out button

Click this button to zoom out from the report under the mouse. You may have to click this button twice before it zooms out.

Display first page button

Click this button to display the first page of the report.

Display prev. page button

Click this button to display the previous page of the report.

Display next page button

Click this button to display the next page of the report.

Display last page button

Click this button to display the last page of the report.

Print report button

Click this button to print the report.

15.3 Unregistered Contact Statistics report

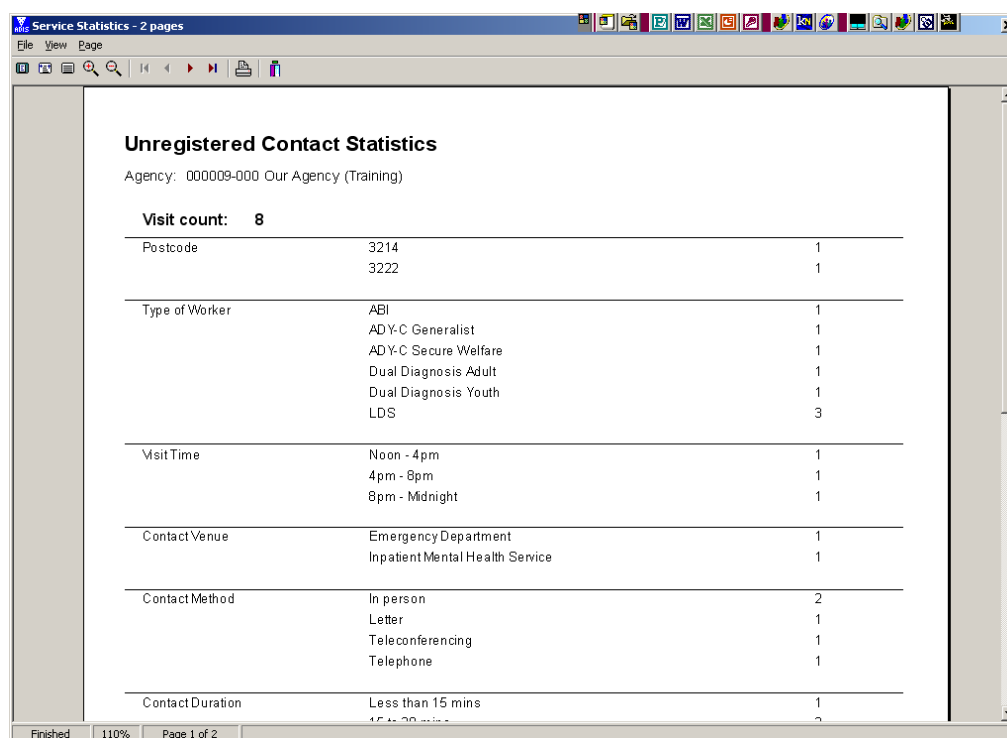
Screen Reference: Unregistered Contact Report (rp05)

Overview

This section provides information on the Unregistered Contact Statistics report.

The Unregistered Contact Statistics report shows statistical information on the unregistered contacts that have occurred.

The FullADIS user can access the Unregistered Contact Statistics report from the Unregistered Contact Report screen, by selecting Unregistered Contact Report screen => Contact Stats (button). For more information on the Unregistered Contact Report screen refer to Chapter [15.1 Unregistered Contacts Reports](#).



Unregistered Contact Statistics		
Agency: 000009-000 Our Agency (Training)		
Visit count: 8		
Postcode	3214	1
	3222	1
Type of Worker	ABI	1
	AD Y-C Generalist	1
	AD Y-C Secure Welfare	1
	Dual Diagnosis Adult	1
	Dual Diagnosis Youth	1
	LDS	3
Visit Time	Noon - 4pm	1
	4pm - 8pm	1
	8pm - Midnight	1
Contact Venue	Emergency Department	1
	Inpatient Mental Health Service	1
Contact Method	In person	2
	Letter	1
	Teleconferencing	1
	Telephone	1
Contact Duration	Less than 15 mins	1
	15 to 30 mins	2

Figure 15-80 Sample of a section of the Unregistered Contact Statistics report

Function buttons

There are several buttons at the top of the screen to assist you with displaying and printing the report. The functionality of these is described below.

View whole page button

Click this button to display the report preview as a whole page.

View page width button

Click this button to display the preview as page width.

View text width button

Click this button to display the preview as text width.

Zoom in button

Click this button to magnify the report under the mouse. You may have to click this button twice before it zooms in.

Zoom out button

Click this button to zoom out from the report under the mouse. You may have to click this button twice before it zooms out.

Display first page button

Click this button to display the first page of the report.

Display prev. page button

Click this button to display the previous page of the report.

Display next page button

Click this button to display the next page of the report.

Display last page button

Click this button to display the last page of the report.

Print report button

Click this button to print the report.

15.4 Unregistered Contact Extract

Screen Reference: Extract Contact Data (rp11)

Overview

This section provides information on the Unregistered Contact Extract function.

If the standard Unregistered Contact reports within FullADIS do not provide sufficient detail, then the Contact Extract option can be used. This will generate a text file from the report results list that is compatible with all office software such as MS Excel. From this you can analyse and produce your own customised reports.

The FullADIS user can run Contact Extract from the Unregistered Contact Report screen, by selecting Unregistered Contact Report screen => Contact Extract... (button).

For more information on the Unregistered Contact Report screen refer to [Chapter 15.1 Unregistered Contacts Reports](#).

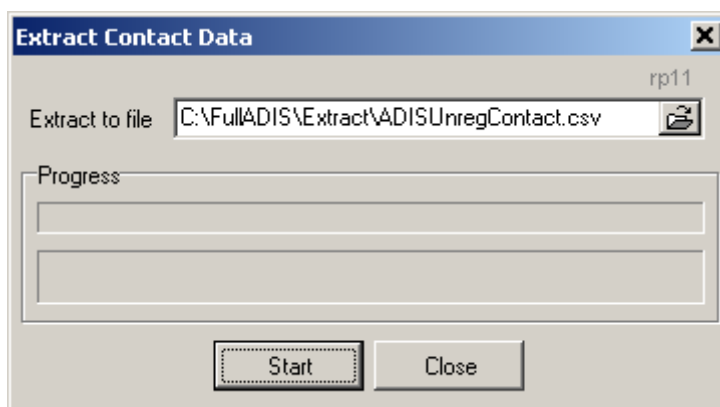


Figure 15-81 Extract Contact Data screen

Fields

Extract to file

This field shows the directory in which the extract file will be saved, and the name of the file "ADISUnregContact.csv".

Use the [Browse](#) button to chose another directory if required, or type in another path.

You can also manually amend the file name.

NOTE



An error will occur if you attempt to extract to a file format other than csv. If you require txt (text) format, you can export the csv file to a txt file from Microsoft Excel.

Progress

Once you start the extract, the [Progress](#) field will indicate the status of the process.

Function buttons

Browse button



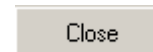
Click the [Browse](#) button to search and select a directory to extract the data to.

Start button



Click the [Start](#) button to commence the extract process.

Close button



Click the [Close](#) button to close the screen without running the extract.

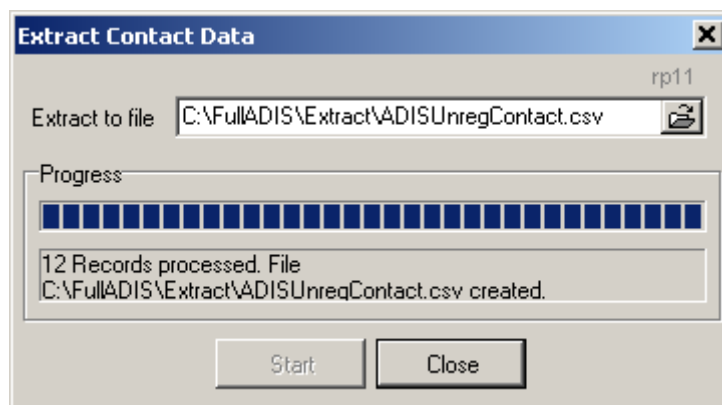


Figure 15-82 Extract Contact Data screen after extract is run

What to do after extract process is run.

Once the extract process is complete the [Extract Contact Data](#) screen displays the number of records that have been processed. The directory and the name of the file that has been created are also displayed.

Using Windows Explorer, search for this file in the directory you have saved the file to.



Double click on the csv file name to open up the csv file.

From here you can save to the file in the format of your choice, eg. as a MS Excel file.

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Chapter 16 Import/Export Process

16.1 Importing Data

Screen Reference: Import Data (tf01)

Overview

This section provides information on the [Import Data](#) screen.

You use this function to import data that has been sent to you by other agencies. Only data that has been exported using the [FullADIS](#) export process can be imported with this function*. This export process creates an ADZ file.

For more information on exporting data in FullADIS refer to 16.2 Exporting Data.

The [FullADIS](#) user can access the [Import Data](#) screen by selecting [Transfer => Import Data](#), from the [Main Menu](#) screen.

The screenshot shows the 'Import Data' window (tf01). It includes fields for 'File name' and 'Data file name' under 'Import details'. The 'Code Version' section shows 'Current' as 'VIC 4.0'. 'Agency Statistics' shows 'Agencies found' as 0. 'Source Statistics' shows 'Full ADIS', 'External', and 'Unknown' all as 0. There is a checkbox for 'Accept data from same agency'. At the bottom are 'Start' and 'Close' buttons.

Figure 16-83 Import Data screen

* Please note, data that has been exported using SWITCH or other custom built software may be imported using this function as long as the exported file is in the [FullADIS](#) file format (ADZ).

NOTE



If the data file is received via email, you will first need to detach (save) this file in the [FullADIS](#) directory. Most agencies nominate a directory for these files.

It is recommended that you save the files into the [Transfer](#) folder of this directory, however you can nominate any directory you choose.

Import Details fields

File Name

Click on the [Browse](#) button to display the [Select file to import](#) screen. This screen will allow you to locate and select the file you wish to import.

Once a file has been nominated, the file's directory will be displayed in this field.

Data file name

Once a file has been selected for import, the actual file name will appear in this field.

You can only change this field by selecting a file from the [Browse](#) button.

Code Version fields **Current**

Displays the current version of [FullADIS](#) being used.

Import Data

Displays the [FullADIS](#) version utilised to create the data file.

Program

Displays the current program version.

Source Statistics fields

FullADIS

Displays the number of courses of treatment from a [FullADIS](#) application to be imported.

External

Displays the number of courses of treatment from an external agency's application to be imported.

Unknown

Displays the number of courses of treatment from an unknown agency's application (such as SWITCH) to be imported.

Agency Statistics fields

Agencies found

Displays the agency code for those agencies with data already loaded into the database you are using.

Accept data from same agency

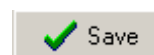
Select this checkbox if you are reloading revised data sent by an agency to indicate it can be loaded and overwrite previous information.

Progress fields

When you click on [Start](#) button this field will show the progress of the data as it is imported.

Function buttons

Save button



Confirm that you have selected the correct file and that the version and agency number information is correct.

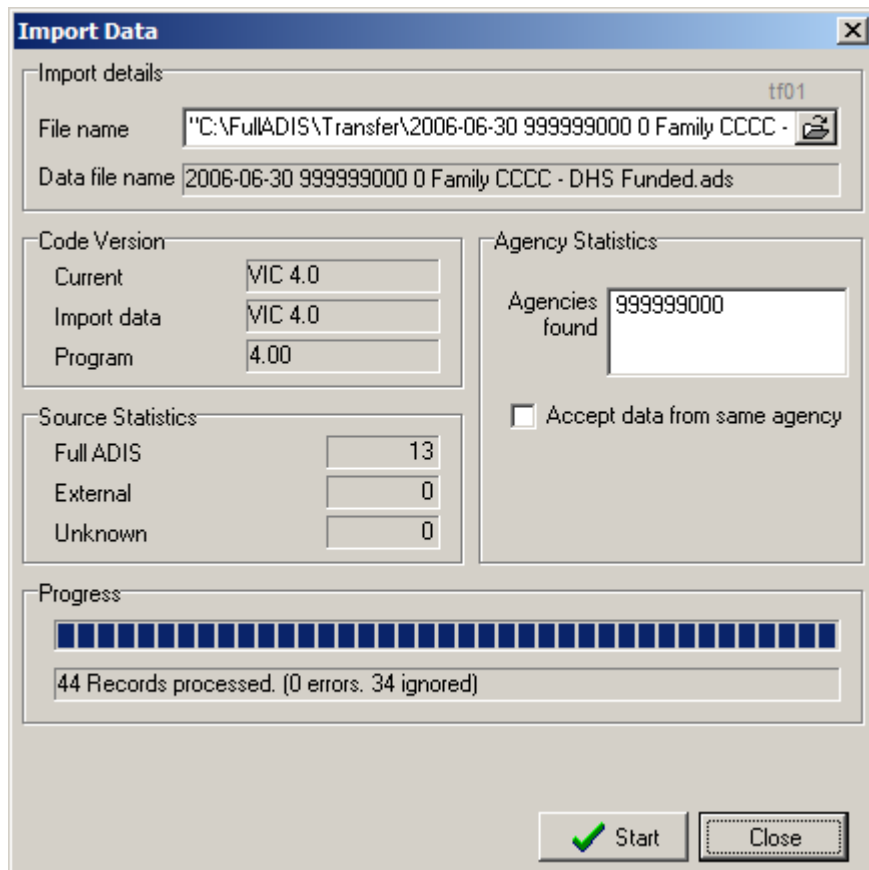
Click on [Start](#) button to commence the import process.

Close button

Close

Click the [Close](#) button to close the screen after the import has completed (as shown below in [Figure 16-84](#)).

Click the [Close](#) button to close the screen without importing the file.



The screenshot shows the 'Import Data' window with the following details:

- Import details:**
 - File name: "C:\FullADIS\Transfer\2006-06-30 999999000 0 Family CCCC -"
 - Data file name: 2006-06-30 999999000 0 Family CCCC - DHS Funded.ads
- Code Version:**
 - Current: VIC 4.0
 - Import data: VIC 4.0
 - Program: 4.00
- Agency Statistics:**
 - Agencies found: 999999000
 - ☐ Accept data from same agency
- Source Statistics:**
 - Full ADIS: 13
 - External: 0
 - Unknown: 0
- Progress:**
 - 44 Records processed. (0 errors, 34 ignored)
- Buttons:** Start (with a green checkmark icon) and Close.

Figure 16-84 Import Data screen – displaying a completed import process

NOTE

If there are any errors during the import process, the details will be displayed on the screen.



Imported clients and treatments are clearly identifiable in [FullADIS](#) in the following ways:

- Imported data will always retain the original agency number.
- The client's name and street address are excluded. (The suburb, state, postcode and date of birth are provided for statistical purposes).
- The client and treatment details can be viewed but not modified.

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16.2 Exporting Data

Screen Reference: Export Data (tf02)

Overview

This section provides information on the [Export Data](#) screen.

The FullADIS user can access the [Export Data](#) screen by selecting [Transfer => Export Data](#), from the [Main Menu](#) screen.

The export process pulls up all the Services and Treatments entered by your agency for the dates selected, and packages this information into a file, which is then emailed to DHS Head Office. You can also provide this file to other agencies you are associated with.

Files exported using this option can be imported using the process described in [16.1 Importing Data](#).

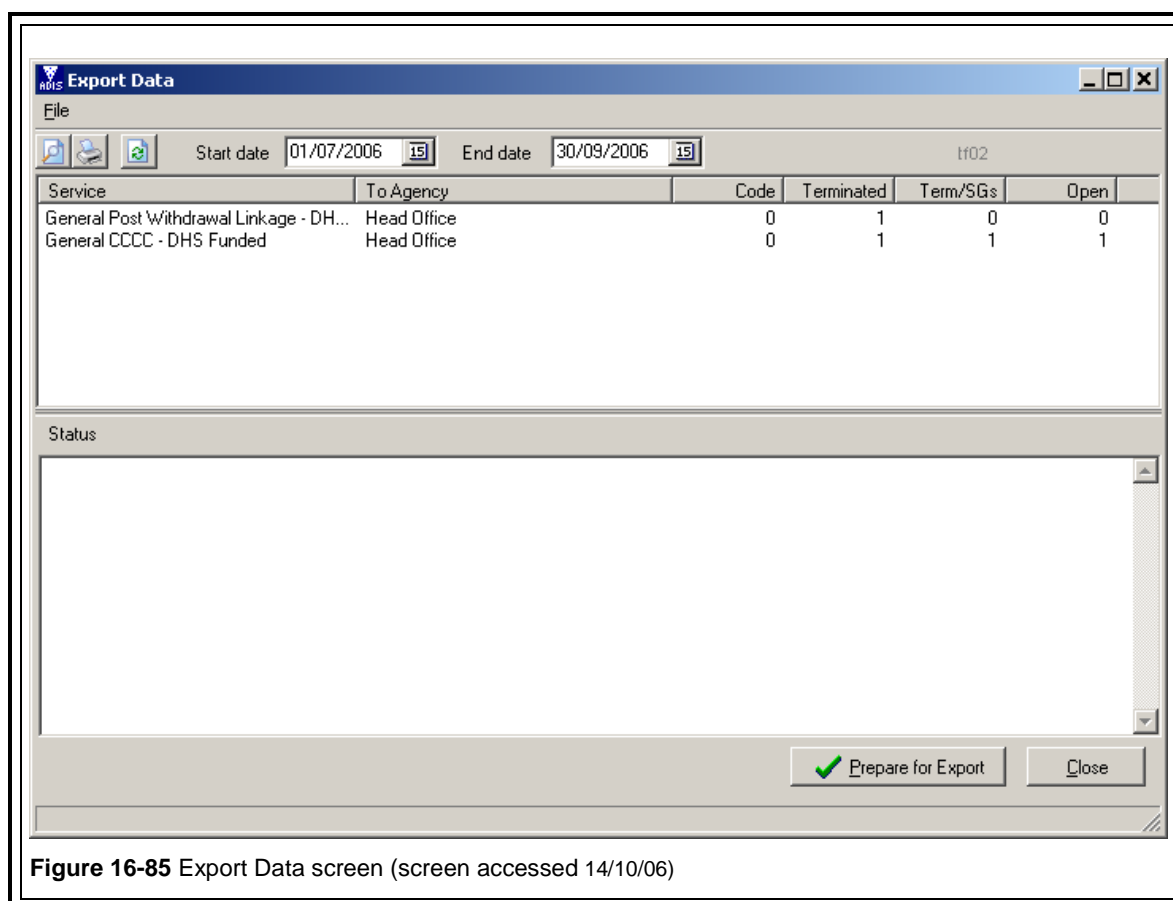


Figure 16-85 Export Data screen (screen accessed 14/10/06)

Export data function buttons

Preview



Click on the [Preview](#) button to view the export report before you choose to print it.

You can also select the following menu option to perform this function: File => Preview

Print



Click on the [Print](#) button to print a copy of the export report. The [Print](#) screen is displayed.

You can also select the following menu option to perform this function: File => Print...

Refresh



Click on the [Refresh](#) button to update the displayed list.

You can also select the following menu option to perform this function: File => Refresh F5

Fields

Start date

This field will default with the date the previous reporting quarter began.

If you want to export data for a period with a different start date than the default, select the first date in the period to be exported from the calendar option.

All courses of treatments recorded during the revised period will be included in the export file.

If you are only changing the Start date, click the [Refresh](#) button to update the counts list, otherwise, change the date in the [End date](#) field.

End date

This field will default with the date the previous reporting quarter ended.

If you want to export data for a period with a different end date than the default, select the last date in the period to be exported from the calendar option.

All courses of treatments recorded during the revised period will be included in the export file.

Click the [Refresh](#) button to update the counts list.

NOTE



Apart from the dates, the information in the [Export Data](#) screen cannot be amended. It is only a display of the records that will be sent in the export process.

Status

This field will be empty except when the [Prepare for export](#) button is clicked. [FullADIS](#) then gathers and packages all the information into a file.

The [Status](#) field displays a summary of what is occurring:

- The export has been created for a particular service type;
- How many records were processed;
- The directory path where the file is saved to;

Once the emails have been generated this field will update to display:

- Whether or not an email message was prepared.
- An "export completed" notice including, the date and time of the export, and that a status log was written.

Service Count display**Service**

Each service provided by your agency will be displayed.

ToAgency

This column lists the agency where the data export file will be sent.

For each service type there should be an entry for DHS Head Office and one for your DHS Regional Office.

Any custom email agency contacts that have been entered for your agency in the [Service Details](#) screen will be listed in this column next to the service type.

For more information on adding an agency to a Service type, refer to [Chapter 17 Agency Administration](#), [17.1 Agency Details](#) and [17.2 Add, Edit or Remove existing User ID](#).

Code

The code displayed relates to agency displayed in the [ToAgency](#) column. For example, "0" = Head Office, "11" = Barwon.

Terminated

This column displays a count of all courses of treatment terminated during the selected dates. This includes both those terminated with and without significant treatment goals recorded.

Term/SG's

This column displays a count of all courses of treatment terminated during the selected dates that have significant treatment goals recorded.

Open

This column displays a count of all courses of treatment between the selected dates that are still open.

NOTE

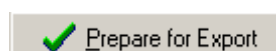


To see more detailed information on the [Terminated](#), [Terminated with Goals](#) and [Open treatment](#), you need to access the [FullADIS Reports](#) function.

Refer to [Chapter 12 Service Reports](#), [12.1 Service Reports](#).

Function buttons

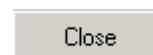
Prepare for Export button



Click the [Prepare for Export](#) button to start the export process.

The Export process is fully described below in [Export process](#).

Close button



Click the [Close](#) button to close the screen without running the export, or after the export has completed to close the screen.

If you ran the export, the [Backup Database](#) screen will be displayed as shown below, refer [Figure 16-88](#).

The Export process is fully described below in [Export process](#).

Export process

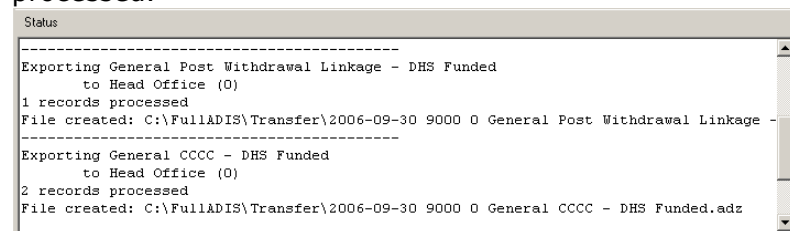
Step 1: Begin data export

Confirmed that:

- the Start and End dates are correct,
- all the Services you expected are included, and
- the [Terminated](#), [Term/SGs](#) and [Open](#) column counts are what you expected,

Click on the [Prepare for Export](#) button.

The [Status](#) field displays the export file data as it is processed.



For more information on the [Status](#) field refer above to [Fields](#).

When the export process has completed, the [Email Details](#) screen is displayed, refer [Figure 16-86](#) below. The [Create Emails](#) button will be inactive and the [Selected Email Details](#) fields will be empty.

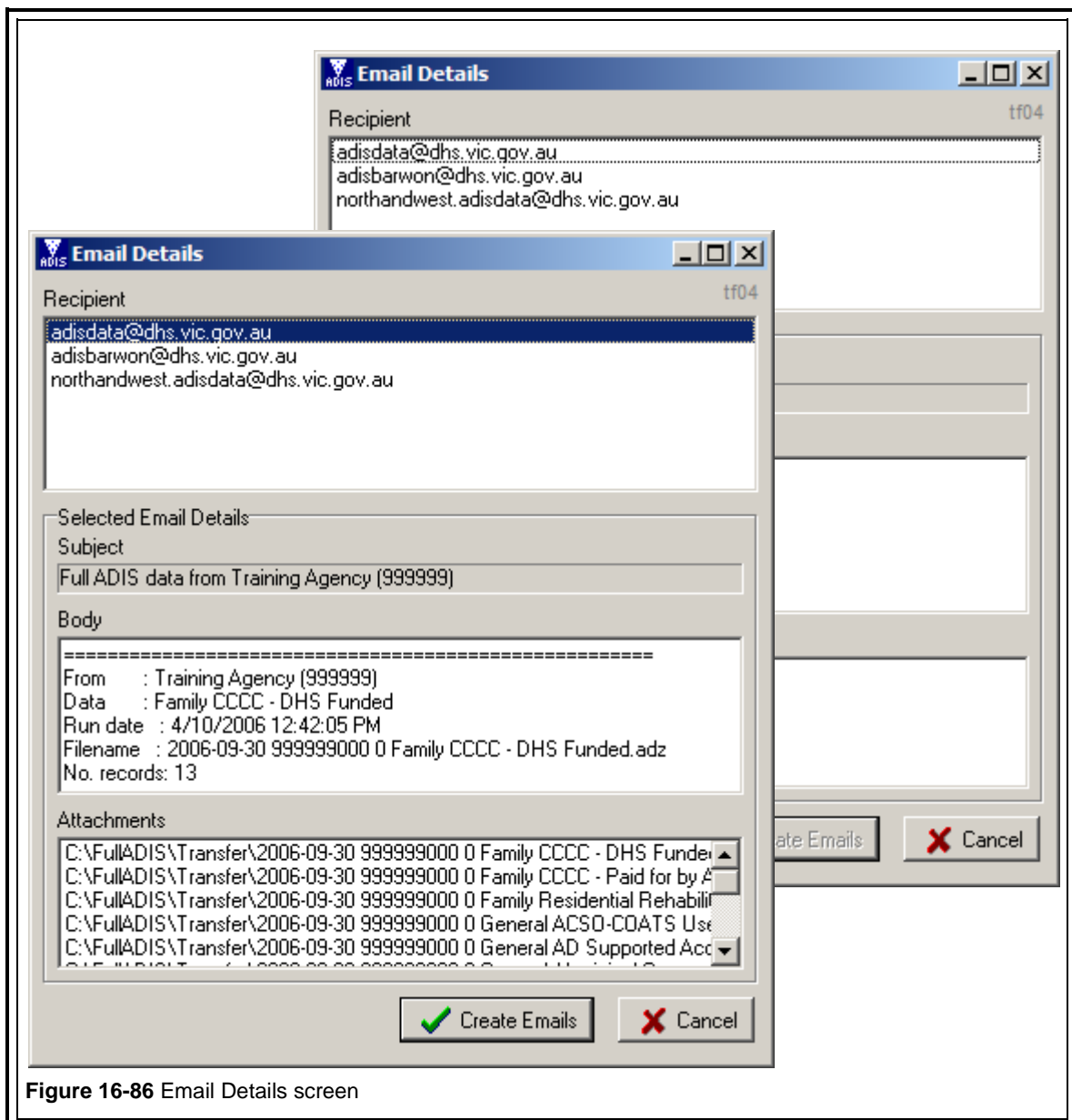


Figure 16-86 Email Details screen

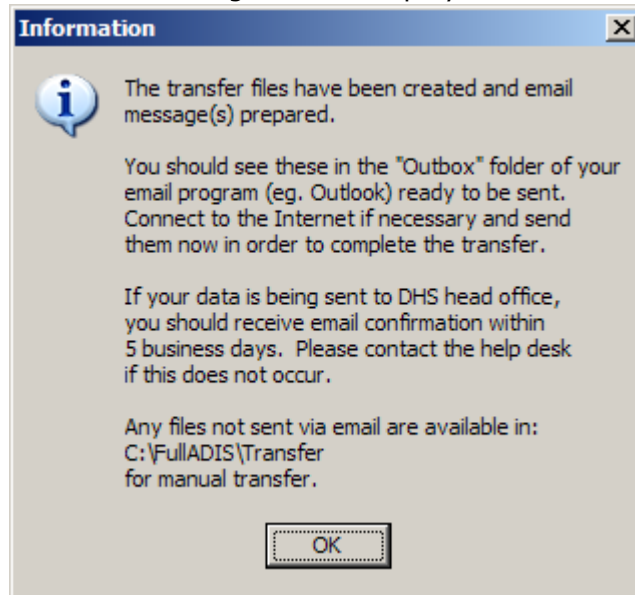
Step 2: Generate emails

Click on one of the email addresses listed in the [Email Details](#) screen. Their email details will be displayed in the [Selected Email Details](#) fields.

Click on the [Create Emails](#) button.

Emails will be generated for *all* listed email addresses. The emails will be visible in your email program as new emails, which you have open.

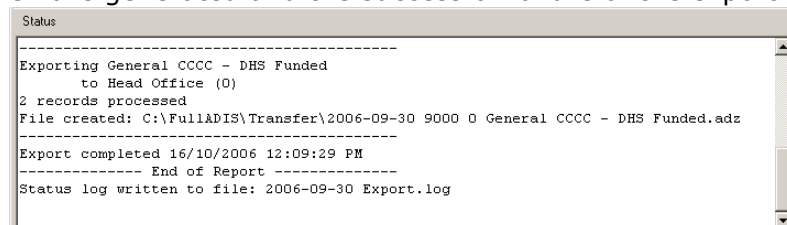
An information message will be displayed.



Click the **OK** button to close the message. The [Export Data](#) screen is re-displayed.

Step 3: Review Status update

The [Status](#) field will be updated with information about the emails generated and the success or failure of the export.



Step 4: Find emails

Display your email application screen.

The generated emails will be either available as open emails, or in your outbox, in your drafts folder.

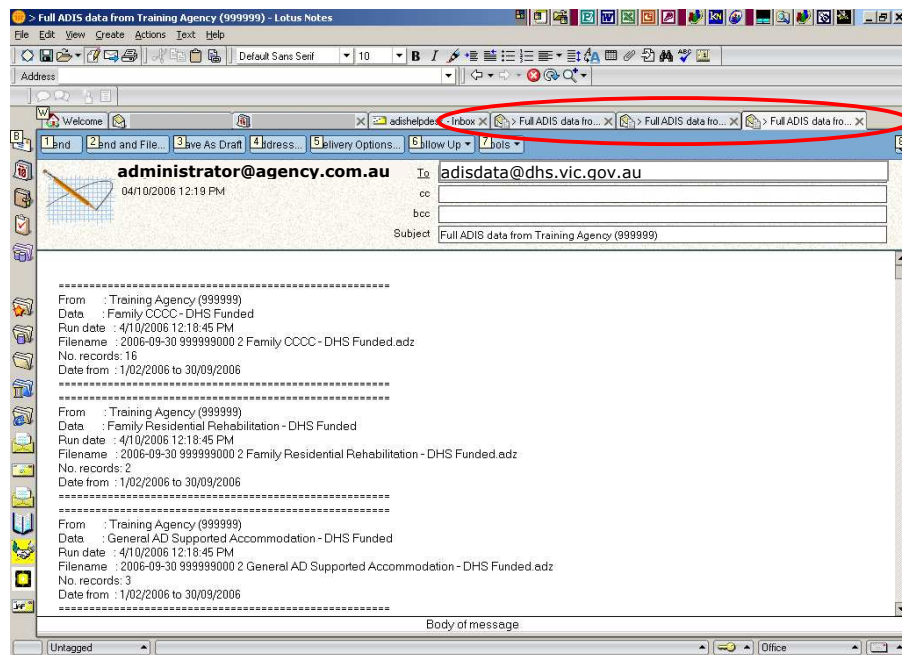


Figure 16-87 Generated email

NOTE

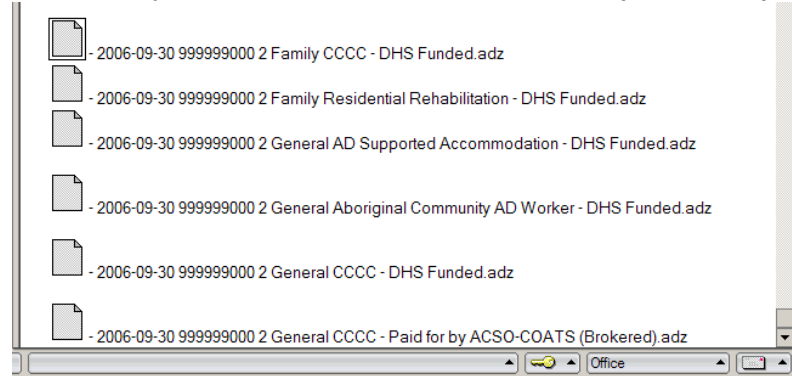


The email displayed above is in the *Lotus Notes* application. Different email applications may display the generated emails in different ways. For example, instead of being an open email, it may be stored in the *Drafts* folder.

Step 5: Check and send emails

Connect to the internet if necessary and for each email generated:

- check that the ADZ files are included as attachments. You may have to scroll down to see them (see below).



There should be one ADZ file for each service the addressee agency has been added to in the [Service Detail](#) screen.

For more information on the Service Detail screen refer to [Chapter 17 Agency Administration](#), [17.4 Add, Edit or Inactivate a Service](#).

- click the [Send](#) button to send the email.

Step 6: Complete the export process

Click the [Close](#) button to close the screen without running the export or after the export has completed to close the screen.

The [Backup Database](#) screen is displayed as shown below, refer [Figure 16-88](#).

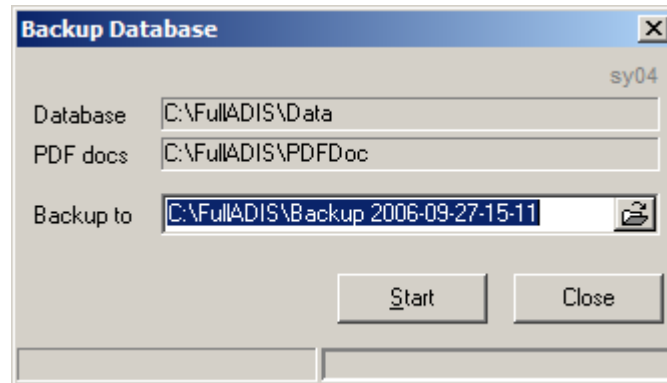


Figure 16-88 Backup Database screen

Step 7: Backup Database

Click the [Start](#) button to backup your data to the nominated directory or click the [Close](#) button to skip the backup at this time.

For more information on backing up your data and the Backup Database screen, refer to [Chapter 17 Agency Administration](#), [17.7 Data Backup](#)

How do I see Groups I have entered in the export count?

Each time you create a formal group and select clients as members of the group, a new course of treatment is created for that client.

It is each course of treatment that will appear in the export count summary not the group information.

Therefore, for the purposes of the export, each treatment within the group will be counted under the Service type, rather than seeing the group name listed.

How do I create the Export Data?

The export process is described in step by step instructions above under the heading [Export process](#).

Export emails

Once the export has completed, you need to follow the prompts to create the export emails.

What do I do if the emails are not automatically created?

If the emails are not automatically created, then you need to manually attach the export files to an email and send them to Head Office.

Where are the files saved?

When the export files are created they saved into a data directory. As discussed above in the [Status](#) field information, this directory path is displayed for each service whilst the export is being run.

If you did not note where the files were being saved during the export process, you can find the directory in the [Database Setup](#) screen.

This can be accessed via the [File => Database Setup](#) menu from the Main Menu. The path you need is the one for [Transfer](#).

When do I send the data

The data should be exported as the end of each reporting quarter.

The dates are outlined in the table below:

Quarter	Dates	Due By
Q1	01/07 – 30/09	15 th Oct
Q2	01/10 – 31/12	15 th Jan
Q3	01/01 – 31/03	15 th Apr
Q4	01/04 – 30/06	15 th Jul

Chapter 17 Agency Administration

17.1 Agency Details

Screen Reference: Agency Details

Overview

This section provides information on the [Agency Details](#) screen.

The Agency Details screen allows each agency to set up specific information relevant to their agency. The most important of these is to record the [Outlets](#) from which your agency provides its services.

The [FullADIS](#) user can access the [Agency Details](#) screen by selecting [Agency => Details](#), from the Main Menu.

The screenshot shows the 'Agency Details' window with the following components:

- Name:** Text field containing 'Our Agency (Training)'
- Code:** Text field containing '9'
- Subcode:** Text field containing '000'
- User defined client fields:** Two numbered text fields (1. and 2.)
- Outlets (Use arrow keys or mouse to move between fields):** A table with 3 rows and 4 columns: Index, Name, Address, and Postcode.

	Name	Address	Postcode
1			0000
2			0000
3			0000
- Export Agencies:** A section with two columns: Name and E-mail, each with three empty text fields.
- Buttons:** 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon) at the bottom.

Figure 17-89 Staff Details screen

Fields

Name

Defaults with your Agency Name.

This field cannot be amended.

Code

Defaults with your Agency Code.

This field cannot be amended.

Subcode

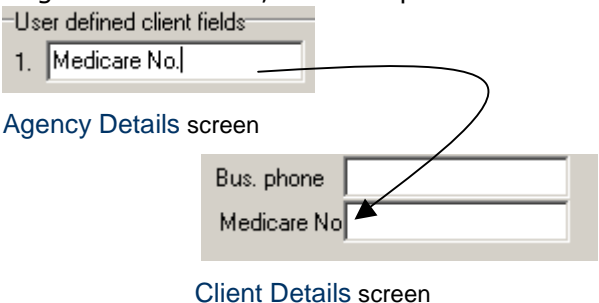
Defaults with the subcode of your Agency database.

This field cannot be amended.

**User Defined
Client Fields**

The fields labelled 1. and 2. allow each agency to set up two fields that they can define themselves, if they wish.

The information entered in these fields, once saved, becomes the field title in the [Client Details](#) screen above the Registration details, for example:



Outlets

Enter the name of the geographical location/s from which your agency provides its services.

Each agency must record at least one outlet in the [Agency Details](#) screen. Most importantly, ensure you record a postcode for the outlet. For example:

Outlets (Use arrow keys or mouse to move between fields)			
	Name	Address	Postcode
1	Preston	101 Preston Ave Preston	3072
2	Fitzroy	12 Fitzroy Street Fitzroy	3065

Once the Outlet information is saved, it will be displayed in the Outlet field drop down list options on the *treatment registration* screen.



The screenshot shows a form with a label 'Outlet' and a dropdown menu. The dropdown menu is open, displaying two options: 'Preston' and 'Fitzroy'. To the left of the dropdown, there is a label 'Screening / Initial Needs Identification date'.

Export Agencies

This section of the screen allows agencies to enter up to three agency names and email addresses. These are used when configuring the services you are exporting.

For more information on exporting data refer to [Chapter 16 Import/Export Process](#), [16.2 Exporting Data](#)

The agencies entered in this screen will appear in the [Transfer Data to Agency](#) section of the [Service Details](#) screen. It is in this screen that you nominate that the agency/s should also receive a copy of the data export.

For more information on the Service Details screen refer to [Chapter 17.5 Create a new Service](#).

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17.2 Add, Edit or Remove existing User ID

Screen Reference: Staff List (ag02)

Overview

This section provides information on the [Staff List](#) screen.

This screen displays the current [FullADIS](#) User ID's set up for your agency. It enables you to add new users, or edit and remove existing users.

The [FullADIS](#) user can access the [Staff List](#) screen by selecting [Agency => Staff](#), from the Main Menu.

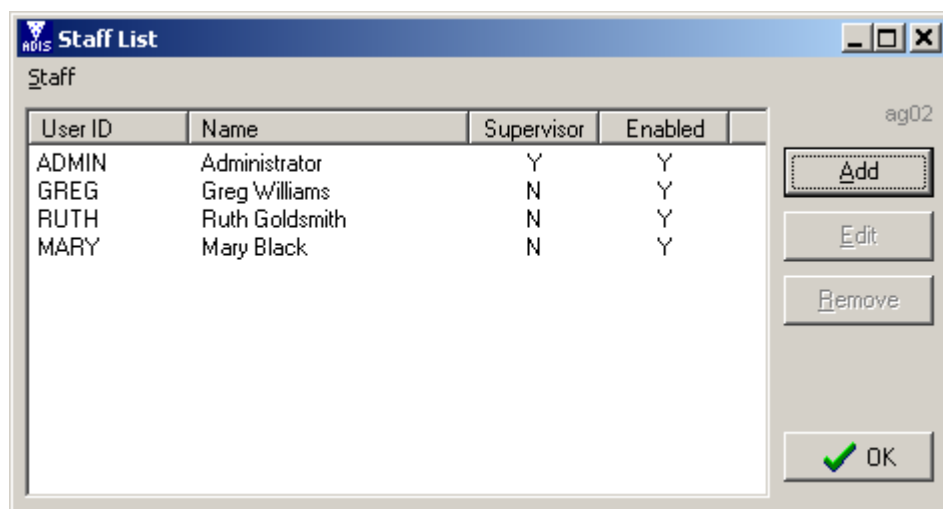


Figure 17-90 Staff List screen

NOTE



To be able to add, edit or remove users, you must be logged into [FullADIS](#) as a User who has "Supervisor" access to the program. Eg. ADMIN.

Staff List display**User ID**

Displays the User ID for the [FullADIS](#) user. This is what they use to login to [FullADIS](#).

Name

Displays the full name of the person for whom the User ID has been created.

Supervisor

Indicates whether or not the User ID has Supervisor status.

Y = has supervisor status, N = does not.

Enabled

Indicates whether or not the User ID is enabled.
Y = is enabled, N = is disabled.

Function buttons**Add button**A rectangular button with a light gray background and a thin black border. The word "Add" is centered in a dark gray, sans-serif font.

Click on the [Add](#) button to display the [Staff Details](#) screen.

For more information on Adding a New User, refer to Chapter [17.3 Add a new User ID](#).

NOTE

You must click on an existing User ID displayed in the staff list and highlight the record, to activate the Edit and Remove function buttons.

Edit buttonA rectangular button with a light gray background and a thin black border. The word "Edit" is centered in a dark gray, sans-serif font.

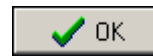
Click the [Edit](#) button to display the [Staff Details](#) screen and enable editing of the selected User ID.

Remove button



Click the [Remove](#) button to delete the selected User ID.

OK button



Click the [OK](#) button to return to the Main Menu.

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17.3 Add a new User ID

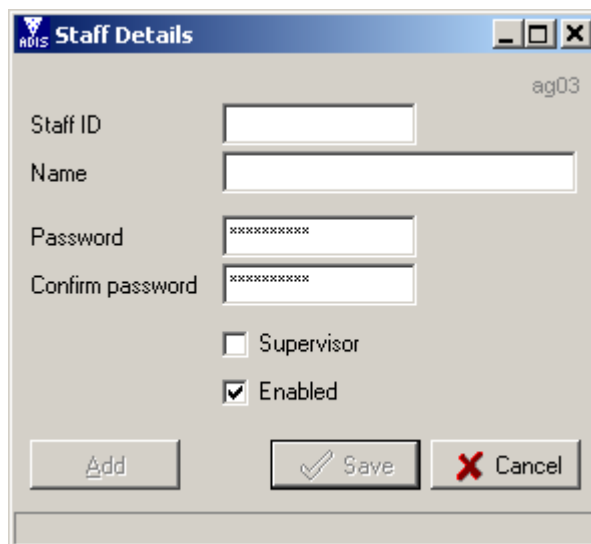
Screen Reference: Staff Details (ag03)

Overview

This section provides information on the [Staff Details](#) screen.

This screen is used to create new [FullADIS](#) User ID's or edit existing user details.

The [FullADIS](#) user can access the [Staff Details](#) screen by selecting [Agency => Staff](#), from the Main Menu, and then clicking on the [Add](#) button.



The screenshot shows a 'Staff Details' dialog box with the following fields and controls:

- Staff ID**: A text input field.
- Name**: A text input field.
- Password**: A password input field with masked characters (*****).
- Confirm password**: A password input field with masked characters (*****).
- Supervisor**: A checkbox, currently unchecked.
- Enabled**: A checkbox, currently checked.
- Buttons**: 'Add' (disabled), 'Save' (active), and 'Cancel' (active).

Figure 17-91 Staff Details screen

NOTE



To be able to add new users, you must be logged into [FullADIS](#) as a User who has "Supervisor" access to the program. Eg. ADMIN.

Fields**Staff ID**

Enter the User ID you wish to create for the new user. This is the User ID they will use to log in to [FullADIS](#).

The text will automatically default to uppercase.

Name

Enter the full name of the new user.

Password

Enter the password you wish to assign to the User ID.

Confirm Password

Enter the password again to confirm the password.

Supervisor checkbox

Select the checkbox to indicate the User ID has Supervisor status.

As a Supervisor, the User is able to perform all functions in [FullADIS](#).

If the checkbox is not checked the User has restricted access to functions within [FullADIS](#) and cannot perform:

- Database backups
 - Amendments to the Database setup
 - Adding new Users
 - Adding new Services
-

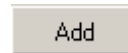
Enable checkbox

Select the checkbox to indicate that the User ID is able to login to [FullADIS](#).

If the checkbox is not selected, this User ID cannot be used to login to [FullADIS](#). An error message *"Log in not valid, please try again"* will be issued.

Function buttons

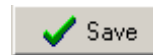
Add button



Click the [Add](#) button to save the new User ID entered, and remain in the [Staff Details](#) screen to enter another one.

This button will not display if you are selected an existing User ID record to edit.

Save button



Click the [Save](#) button to save the new User ID entered, and return to the [Staff List](#) screen.

Close button



Click the [Close](#) button to close the [Staff Details](#) screen without saving any field entries.

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17.4 Add, Edit or Inactivate a Service

Screen Reference: Service List (ag11)

Overview

This section provides information on the [Service List](#) screen.

This screen displays all Service Types that have been setup up for your agency. All active services displayed in the [Service List](#), appear in the [Select Service](#) screen when you commence a course of treatment for a client.

From [Service List](#) screen you can add new services, edit existing services and inactivate services that are no longer applicable.

The [FullADIS](#) user can access the [Service List](#) screen by selecting [Agency => Services](#) from the Main Menu.

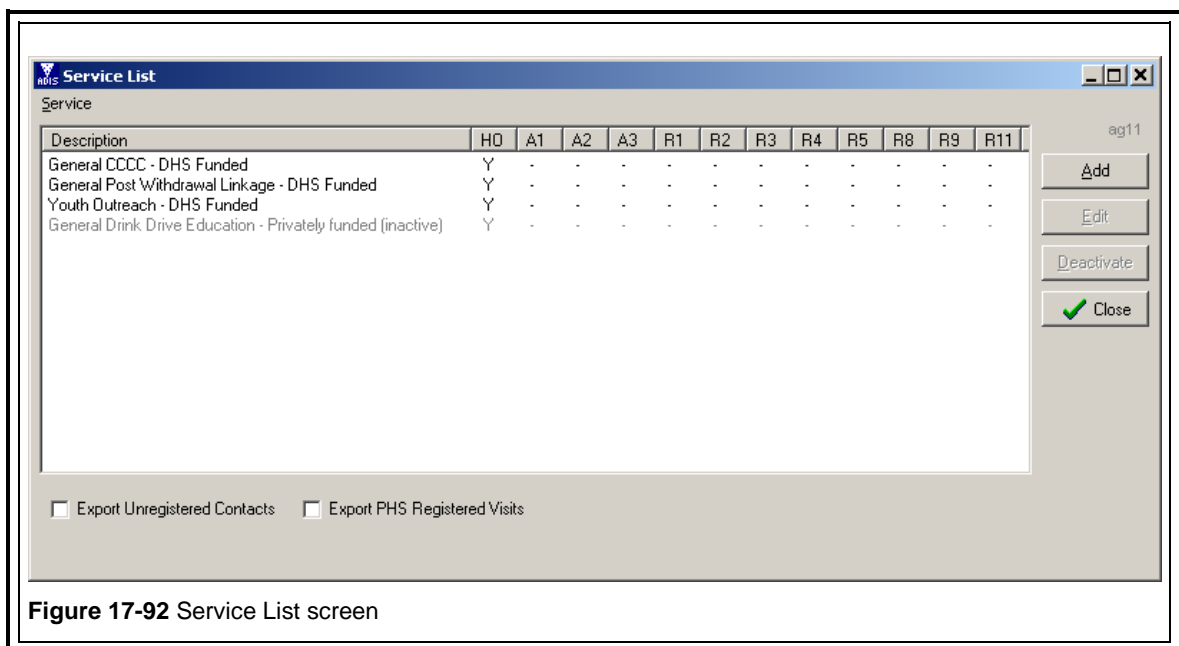


Figure 17-92 Service List screen

NOTE



The [Service List](#) screen will display those Service types that have been set up for your agency.

Service List display Description

Displays the Service types recorded in [FullADIS](#) for your agency.

Current services are displayed alphabetically in black text.

Services that have been flagged as inactive will appear in grey text at the end of the service list with "(inactive)" included in the description. These are services types once used by your agency but for which you for example, no longer receive funding. They are kept for historical purposes.

HO

Y – Indicates that this service is to be included in the data export file, and sent to DHS Head Office.

A1 – A3

Y - Indicates that a copy of the data export file for this service, is also to be sent to a "client defined" email address.

See Chapter [17.1 Agency Details](#) for information on how to set up client defined email address.

R1 – R9

Y - Indicates that a copy of the data export file for this service is also to be sent to the applicable DHS Regional Office.

Checkboxes**Export Unregistered Contacts**

Select this checkbox if you are an agency that provides services to unregistered contacts in the areas of ABI, ADY-C, Dual Diagnosis or PHS LDS.

This indicates that the unregistered contact data is to be included in the data export file, and sent to DHS. The export summary and log file will be updated with the number of Unregistered Contact records included.

Export PHS Registered Visits

Select this checkbox if you are a Primary Health Service providing services to registered clients.

This indicates that the registered client visit data is to be included in the data export file, and sent to DHS. The export summary and log file will be updated with the number of Visit records included.

Function buttons

Add button

A rectangular button with a light gray background and a thin black border. The word "Add" is centered in the button in a dark gray, sans-serif font.

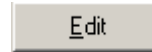
Click on the [Add](#) button to display the [Service Details](#) screen, enabling creation of a new Service Type.

For more information on this screen refer to Chapter [17.5 Create a new Service](#).

NOTE



You must click on an existing Service displayed in the service list and highlight the record, to activate the Edit and Deactivate function buttons.

Edit button

Click the [Edit](#) button to display the [Service Details](#) screen and enable editing of the selected Service type.

Activate/Deactivate

This function allows agencies to deactivate services they are no longer funded to provide. Once deactivated, a service will no longer appear in the [Select Service](#) screen options when you commence treatment for a client. The service type will however, remain in your agency database for historical purposes.

- Click on an existing [Service Type](#) to highlight the entry.
- Click the [Deactivate](#) button.

The service will be moved to the bottom of the Service List. It will display in grey text and will have "(Inactive)" included in the description.

Services can be reactivated if required, by highlighting the service type. The button will change to [Activate](#). Click on the button to reactivate the service type.

Treatment recorded under Services that display as inactive will be included in your data export to DHS if:

- The inactive service has the Transfer to Head Office field ticked, and
- There is treatment recorded for the service during the dates that have been selected.

Close button

Click the [Close](#) button to return to the Main Menu.

17.5 Create a new Service

Screen Reference: Service Details (ag12)

Overview

This section provides information on the [Service Details](#) screen.

The [FullADIS](#) user can access the [Service List](#) screen by selecting [Agency => Services](#) from the Main Menu and then clicking on the [Add](#) button.

The screenshot shows the 'Service Details' window with the following fields and options:

- Target:** General
- Service:** Screening
- Source of funding:** Not Funded
- Description:** (empty text box)

Transfer data to Agency

Agency	E-mail
<input type="checkbox"/> Head Office	adisdata@dhs.vic.gov.au
<input type="checkbox"/> <not defined>	
<input type="checkbox"/> <not defined>	
<input type="checkbox"/> <not defined>	
<input type="checkbox"/> Barwon	adisbarwon@dhs.vic.gov.au
<input type="checkbox"/> Grampians	adisgrampians@dhs.vic.gov.au
<input type="checkbox"/> Loddon-Mallee	adismallee@dhs.vic.gov.au
<input type="checkbox"/> Hume	adishume@dhs.vic.gov.au
<input type="checkbox"/> Gippsland	adisgippsland@dhs.vic.gov.au
<input type="checkbox"/> Eastern Metro	adiseastern@dhs.vic.gov.au
<input type="checkbox"/> Southern Metro	adissouthern@dhs.vic.gov.au
<input type="checkbox"/> North-West Metro	northandwest.adisdata@dhs.vic...

Note: Transfer to head office will be included if any region set.

Figure 17-93 Service Details screen

Fields**Target**

Select the target group from the drop down list options.

The target is the particular demographic at which the service is aimed.

This field will default to – *General*.

Service

Select the service type from the drop down list options.

This is the service your agency is funded to provide.

This field will default to – *Screening*.

Source of Funding

Select the source of funding for the service from the drop down list options.

This field will default to – *Not Funded*.

Description

This field describes the service name and is based on the selections you made in the above fields.

Transfer data to Agency**Head Office**

Select this checkbox to indicate that courses of treatment entered for this Service type are to be included in the data export file and emailed to DHS Head Office.

For more information on the data export process refer to [Chapter 16 Import/Export Process](#), [16.2 Exporting Data](#).

<not defined>

If you have created a user-defined agency as outlined in *Chapter 17.1 Agency Details*, the agency name and email address will be displayed here.

Select this checkbox to indicate that the data export file is to be emailed to this agency.

DHS Regional Offices

Select the checkbox for your DHS Regional Office to indicate that the data export file is to be emailed to this office.

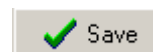
NOTE



The [Head Office](#) checkbox must always be selected if you want the data relating this Service Type to be exported to DHS. It is this selection against each service type that tells the [FullADIS](#) program to include all treatment recorded for this service in the export file it creates, and to automatically create an email with this information to DHS Head Office.

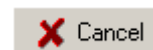
Function Buttons

Save button



Click on the [Save](#) button to save the new service recorded and return to the [Service List](#) screen.

Cancel button



Click the [Cancel](#) button to return to the [Service List](#) screen without saving any changes.

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17.6 Change User Password

Screen Reference: Change Password (ag04)

Overview

This section provides information on the [Change Password](#) screen.

This screen allows the [FullADIS](#) user to maintain their login password.

The [FullADIS](#) user can access the [Change Password](#) screen by selecting [File => Change Password](#), from the Main Menu.



The screenshot shows a 'Change Password' dialog box. The title bar says 'Change Password' and 'ag04'. The 'User' field is set to 'Administrator'. There are three password input fields: 'Current password', 'New password', and 'Confirm new password', each containing 'xxxxxxx'. At the bottom are 'Save' and 'Cancel' buttons.

Figure 17-94 Change Password screen

Fields

User

Displays the full name of the User ID logged into [FullADIS](#).

This field cannot be modified.

Current Password

Although "xxxxxxx" is displayed in this field, this does not reflect your current password.

Enter your current password.

New password

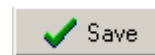
Enter your new password.

Confirm new password

Enter your new password again to confirm it is correct.

Function Buttons

Save button



Click on the [Save](#) button to confirm and save your new password details.

Cancel button



Click the [Cancel](#) button to cancel any changes and return to the [Main Menu](#) screen.



WARNING Do not click the [Save](#) button unless you have changed all three passwords.

17.7 Data Backup

Screen Reference: Backup Database (sy04)

Overview

This section provides information on the [Backup Database](#) screen.

The [FullADIS](#) user can access the [Backup Database](#) screen by selecting [File => Backup Database](#), from the [FullADIS](#) Main Menu.

A [FullADIS](#) user can perform a manual backup of the database at any time via this screen. A prompt to backup your data will also be displayed when at the completion of [FullADIS](#) data export.

What is a database?

All the information you enter onto [FullADIS](#) such as client details, registration information, drug problem information, services and contact details, is all stored in a structured information (data) storage on a database.

Why should I do a backup of the database?

Doing a backup of your database means you are making a copy of it. It is good practice to backup your data regularly to a separate data storage device, to prevent loss of data in the event of equipment failure or equipment loss or damage.

Who should perform a backup of the database?

In smaller agencies – it is possibly the responsibility of the person who enters the [FullADIS](#) data.

In larger agencies – it may occur as part of the network backup.

NOTE

You should know who is responsible for your backups and how often they are done. We recommend each agency keep a backup log sheet where this information can be easily stored.

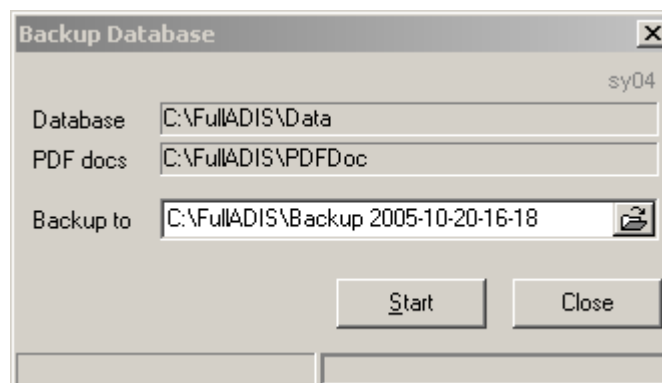


Figure 17-95 Backup Database screen

Fields**Database**

Displays the directory path where the [FullADIS](#) database is stored.

This field cannot be modified.

PDF Docs

Displays the directory path where the PDF documents generated from [FullADIS](#) are stored.

This field cannot be modified.

Backup To

Defaults with the same directory path as the current [FullADIS](#) database path, followed by "Backup [date and time of backup]".

Type in a new path or click the [Browse](#) button to change this path.

How do I perform a manual backup of the database?

- Decide where you will store your database backup, e.g. floppy disk, CD, server location.
When selecting the alternate data storage option for your backup, you need to remember the privacy issues associated with your [FullADIS](#) data.
- Amend the directory path in the [Backup To](#) field to the relevant drive. E.g. [A drive](#) (floppy disk), [D drive](#) for CD (however this drive varies depending on your setup).
The drive will be determined by the option you selected in the first step, for storing your database.
- Click the [Start](#) button.
ADIS will display the progress of the backup along the bottom of the screen and will indicate the number of files that have been copied when the backup is complete.
- Click the [Close](#) button.

What do I do with the copy of the database?

- You should store the copy of the database somewhere safe and away from where the PC/s are located. Ideally, it should be stored in a separate building in case for example, there is a fire. You may wish to take the copy home and store it there, bearing in mind the privacy issues associated with your [FullADIS](#) data.

How often should I do a backup of the [FullADIS](#) database?

You need to assess how often you enter data and how many clients you have.

If you are entering [FullADIS](#) data on a regular basis throughout the reporting quarter, you may wish to backup the database on a daily basis.

A good gauge when deciding how frequently you should performing backups is - how much data would you lose just prior to the next scheduled backup, if that is when your equipment failed.

NOTE



At the completion of each [FullADIS](#) data export, you will automatically be prompted to perform a database backup.

Refer [Chapter 16 Import/Export Process](#), [16.2 Exporting Data](#) for more information about the Export Data process.

Do I need a new floppy disk or CD each time I run a backup?

The backup file created is automatically assigned the "date and time" of the backup as part of the file name.

It is in the format [yyyy-mm-dd tt.tt]

Depending on the memory capacity of your storage option, you can store numerous [FullADIS](#) backups on the one disk or CD, as each backup will have a different file name.

Should you need to restore your [FullADIS](#) database from a backup, the most recent version is the one that would be used.



We recommend that you keep a [Database Log Sheet](#) which records details of:

- the database directory
- who is responsible for the backup
- how often the backup is performed
- where the Database backup is stored

See [Appendix A](#) for a suggested format for your Database Log Sheet. You may store this as an online document or print it off and store as a hard copy.

If your IT area is responsible for [FullADIS](#) backups, you should still record this information on the log sheet, as well as the details of how often the backup occurs.

17.8 Data Setup

Screen Reference: Database Setup (sy03)

Overview

This section provides information on the [Database Setup](#) screen.

This screen allows you to view and determine the data directories where different elements of your Database are stored.

The [FullADIS](#) user can access the [Database Setup](#) screen by selecting [File => Database Setup](#), from the [FullADIS](#) Main Menu.

Database Setup sy03

Specify the location of the FullADIS database.
For standalone systems, this will normally be C:\FullADIS\Data.
For networks, this should be the shared location on the server.

Database location

Specify the location of the network (PDOXUSRS.NET) file.
This is a file maintained by the database and used to control data sharing.
For standalone systems, this will normally be C:\FullADIS\Network.
For networks, this should be the shared location on the server.
(eg. \\Server\c-drive\FullADIS\Network)

Network location

Please Note: Changes above will not take effect until this program is closed and re-started.

Specify the location for the Import and Export ADZ files.

Transfer location

Specify the location where the Extract CSV files are to be created.

Extract location

Specify the location where the Form PDF files are to be created.

PDF location

Figure 17-96 Database Setup screen

Fields

Database Location

Displays the current directory path where your [FullADIS](#) Database is stored.

To modify the directory, click on the browse function.

Network Location

Displays the current directory path of your Network file. It should be the same as you database location.

To modify the directory, click on the browse function.

Transfer Location

Displays the current directory path of your Transfer file.

The Transfer file is where all your data export files are saved and stored, when they are created via the [Transfer](#) => [Export](#) menu.

To modify the directory, click on the browse function.

Extract Location

Displays the current directory path of your Extract file.

If you run an extract from the reports function in [FullADIS](#), the file that is created and saved, is stored in this Extract file.

To modify the directory, click on the browse function.

PDF Location

Displays the current directory path of your PDF file.

If you create any PDF documents from the forms available in [FullADIS](#) they will be saved and stored in this file.

To modify the directory, click on the browse function.

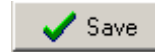
Function button

Browse button



Click the [Browse](#) button to change a directory.

Save button



Click on the [Save](#) button to save any changes to the database setup.

Appendix A FullADIS Database Log Sheet

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ADIS DATABASE LOG SHEET

AGENCY NAME:			AGENCY CODE:	
Database Location:		Person responsible for backup:		
Backup location:		Frequency of Backup:		

Complete the following section if you are doing a manual backup via FullADIS.

[illegible]

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